FULL COMMISSION MEETING
Thursday, May 13, 2021
Immediately following 3:30 p.m. Public Hearing

APRIL 2021 NEWS
JAY TRUSTY ELECTED AS THE NEW MINNESOTA RURAL BROADBAND COALITION CHAIR.

“Everyone in Minnesota will be able to use convenient, affordable world-class broadband networks that enable us to survive and thrive in our communities and across the globe.”
– The Minnesota Rural Broadband Coalition’s Vision

Zoom Meeting: https://us02web.zoom.us/j/83170753016
Call In: 1-312-626-6799 | Meeting ID: 831 7075 3016
## Southwest Regional Development Commission
### July 1, 2021 - June 30, 2022

<table>
<thead>
<tr>
<th>Revenues</th>
<th>FY2022 DRAFT BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Levy</td>
<td>405,650</td>
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<tr>
<td>Current Contracts</td>
<td>119,076</td>
</tr>
<tr>
<td>MN Department of Transportation</td>
<td>75,000</td>
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<tr>
<td>MN Department of Transportation-SRTS</td>
<td>15,992</td>
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<tr>
<td>Economic Development Administration</td>
<td>70,000</td>
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<tr>
<td>Economic Development Administration Covid 19</td>
<td>200,000</td>
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<tr>
<td>RLF- Covid 19</td>
<td>74,000</td>
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<tr>
<td>CERTS Funds</td>
<td>20,000</td>
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<tr>
<td>McKnight Funds</td>
<td>-</td>
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<tr>
<td>PACE loan orig/int/misc</td>
<td>29,426</td>
</tr>
<tr>
<td>Interest Earned &amp; Miscellaneous</td>
<td>6,800</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>1,015,944</strong></td>
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<table>
<thead>
<tr>
<th>FY2022 DRAFT BUDGET</th>
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<tbody>
<tr>
<td>Committee Expense</td>
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<tr>
<td>Salaries &amp; Fringe</td>
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<tr>
<td>Staff Travel</td>
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<td>Office Space</td>
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<td>Postage</td>
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<td>Communications</td>
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<tr>
<td>Print/Publication</td>
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<tr>
<td>Insurance</td>
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<tr>
<td>Supplies-Mtg/Wkshp Expenses</td>
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<tr>
<td>Computer</td>
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<tr>
<td>Audits</td>
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<tr>
<td>Consultant/Contracted Services/Legal</td>
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<tr>
<td>Dues/Memberships &amp; Other</td>
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<tr>
<td>Financing Fees &amp; Other</td>
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<tr>
<td>Seed grants</td>
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<tr>
<td>Equipment/Building updates</td>
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<tr>
<td>PACE loan interest</td>
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<tr>
<td>Debt Service-Principal &amp; Interest</td>
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<tr>
<td>Building Lease Principal Payment</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
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<tr>
<td>Overall Balance</td>
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## SRDC Full Commission Membership

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Representing</th>
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</thead>
<tbody>
<tr>
<td>Rick Anderson</td>
<td>Lyon County Commissioners*</td>
</tr>
<tr>
<td>JoEllen Benson</td>
<td>Rock County Townships</td>
</tr>
<tr>
<td>Bob Byrnes</td>
<td>City of Marshall &amp; RLF Committee Chair*</td>
</tr>
<tr>
<td>Miron Carney</td>
<td>Murray County Municipalities &amp; Legislative Committee Chair*</td>
</tr>
<tr>
<td>Pam Cooreman</td>
<td>Lyon County Municipalities</td>
</tr>
<tr>
<td>Bill Crowley</td>
<td>Murray County Townships</td>
</tr>
<tr>
<td>Keith Elbers</td>
<td>Rock County Municipalities*</td>
</tr>
<tr>
<td>Eriann Faris</td>
<td>Southwest Minnesota Private Industry Council</td>
</tr>
<tr>
<td>Lori Grant</td>
<td>Lyon County Townships</td>
</tr>
<tr>
<td>Donna Gravley</td>
<td>Cottonwood County Commissioners*</td>
</tr>
<tr>
<td>Eric Hartman</td>
<td>Region 8 School Boards*</td>
</tr>
<tr>
<td>Tom Hoff</td>
<td>Southwest Minnesota Higher Education</td>
</tr>
<tr>
<td>Chris Hollingsworth</td>
<td>Pipestone County Commissioners</td>
</tr>
<tr>
<td>Dennis Klingbile</td>
<td>Lincoln County Municipalities*</td>
</tr>
<tr>
<td>Tiffany Knott</td>
<td>Redwood County Townships</td>
</tr>
<tr>
<td>Myron Koets</td>
<td>Pipestone County Municipalities, SRDC Vice Chair*</td>
</tr>
<tr>
<td>Mike Kuhle</td>
<td>City of Worthington, SRDC Chairman*</td>
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<tr>
<td>Paul Langseth</td>
<td>Nobles County Townships*</td>
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<tr>
<td>Jeff Moen</td>
<td>Lincoln County Townships</td>
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<tr>
<td>Nora Murphy</td>
<td>Alternate: Lower Sioux Community</td>
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<tr>
<td>Kevin O’Keefe</td>
<td>Lower Sioux Community</td>
</tr>
<tr>
<td>Bob Paplow</td>
<td>Nobles County Commissioners</td>
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<tr>
<td>Richard Peterson</td>
<td>Jackson County Townships, SRDC Secretary*</td>
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<tr>
<td>Stephen Schnieder</td>
<td>Region 8 School Boards</td>
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<tr>
<td>Jenny Quade</td>
<td>Cottonwood County Municipalities</td>
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<tr>
<td>Terry Quiring</td>
<td>Cottonwood County Townships</td>
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<tr>
<td>Sherri Thompson</td>
<td>Rock County Commissioners</td>
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<tr>
<td>Mic VanDeVere</td>
<td>Lincoln County Commissioners, Transportation Committee Chair</td>
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<tr>
<td>Bob Van Hee</td>
<td>Redwood County Commissioners*</td>
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<td>Don Wachal</td>
<td>Jackson County Commissioners</td>
</tr>
<tr>
<td>Carol Wagner</td>
<td>Jackson County Municipalities</td>
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<tr>
<td>Shanda Walker</td>
<td>Southwest Center for Independent Living</td>
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<tr>
<td>Dennis Welgraven</td>
<td>Murray County Commissioners, SRDC Treasurer*</td>
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<tr>
<td>Beth Wilms</td>
<td>Health and Human Services</td>
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### SRDC Board of Director Membership

SRDC Chairman & a regional commissioner from each county elected by the regional commissioners from each county and:

- One (1) Elected commissioner from each city over 10,000 in population.
- One (1) Elected commissioner from any county with a population of more than 20,000 but without a city over 10,000 in population nominated by the regional commissioners of that county.
- One (1) School board member selected by the Commission as a whole

### SRDC Full Commission Membership

- One (1) County member from each of the nine counties.
- One (1) Township member from each of the nine counties.
- One (1) Mayor/Council member from each municipality over 10,000 in population.
- One (1) Mayor/council member for each of the nine counties representing cities under 10,000.
- Two (2) School Board members.
- One (1) Lower Sioux Indian Community member.
- Five (5) Public Interest Groups
## AGENDA

<table>
<thead>
<tr>
<th>#</th>
<th>Time</th>
<th>Item</th>
<th>Page</th>
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<tbody>
<tr>
<td>1</td>
<td>3:35pm</td>
<td>Call to Order &amp; Pledge of Allegiance</td>
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<tr>
<td>2</td>
<td>3:35pm</td>
<td>Introductions</td>
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<td>3</td>
<td>3:37pm</td>
<td>Additions to and Approval of Agenda</td>
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<td><strong>Action Needed: Approve Agenda</strong></td>
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<td>4</td>
<td>3:38pm</td>
<td>Commissioner Appointments</td>
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<tr>
<td></td>
<td></td>
<td>- Stephen Schnieder, representing Region 8 School Boards</td>
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<td>- Beth Wilms, representing Health &amp; Human Services</td>
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<td><strong>Action Needed: Approve Commissioner Appointments</strong></td>
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<td>5</td>
<td>3:42pm</td>
<td>Consent Agenda Items</td>
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<tr>
<td></td>
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<td>- March 11, 2021 Full Commission Minutes</td>
<td>6-13</td>
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<td></td>
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<td>- April 8, 2021 Board of Directors Minutes</td>
<td>14-19</td>
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<td></td>
<td></td>
<td>- March Receipts &amp; Expenditures Report</td>
<td>20-23</td>
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<td></td>
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<td>- SpringBrooke Contract</td>
<td>24-25</td>
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<td>- MnDOT Planning Grant Agreement &amp; Resolution</td>
<td>26-33</td>
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<td><strong>Action Needed: Approval of Consent Agenda Items</strong></td>
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<tr>
<td>6</td>
<td>3:45pm</td>
<td>Finance Reports — Treasurer Welgraven &amp; Finance Director Swart</td>
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<td></td>
<td></td>
<td>- Treasurer’s Report, including bank accounts &amp; investments</td>
<td>E34</td>
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<td><strong>Action Needed: Approval of Treasurer’s Report</strong></td>
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<td>- Administrative Report through March 2021</td>
<td>E 35</td>
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<td><strong>Action Needed: Approval of Administrative Report</strong></td>
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<tr>
<td>7</td>
<td>3:50pm</td>
<td>Project Reviews — Staff</td>
<td></td>
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<td></td>
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<td>As of the mailing there are two Project Reviews for consideration.</td>
<td>36-37</td>
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<td><strong>Action Needed: Accept Project Reviews</strong></td>
<td></td>
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<tr>
<td>8</td>
<td>3:55pm</td>
<td>FY2022 Public Hearing Results — Chairman Kuhle</td>
<td></td>
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<td></td>
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<td>- Report on the results of SRDC’s FY2022 Public Hearing held prior to today’s meeting.</td>
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<td><strong>Action Needed: Accept results of SRDC FY2022 Public Hearing</strong></td>
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<tr>
<td>9</td>
<td>4:00pm</td>
<td>Committee &amp; Staff Reports</td>
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<tr>
<td>9a</td>
<td>4:00pm</td>
<td>Budget &amp; Personnel Committee Report — Committee Chair Welgraven</td>
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<td>- Review topics discussed by Committee</td>
<td>39-40</td>
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<td></td>
<td></td>
<td>- FY2022 Budget</td>
<td></td>
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<td></td>
<td></td>
<td>- Draft SRDC FY2022 Work Program</td>
<td>handout</td>
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<tr>
<td></td>
<td></td>
<td><strong>Action Needed: Approve Recommendations</strong></td>
<td>E 41-53</td>
</tr>
</tbody>
</table>
9b 4:10pm  **Economic Development Report**—Deputy Director Weis & Development Planner Bruce-White  
• CEDS Survey Results

9c 4:20pm  **Revolving Loan Funds Report**—Committee Chair Byrnes & Deputy Director Weis Bruce-White  
• Resolution to Defederalize SRDC traditional RLF  
**Action Needed: Approve Resolution**

9d 4:30pm  **Physical Development Report**—Development Planners Bruce-White & Walker

9e 4:35pm  **Community Development Report**—Communications Specialist Welu

9f 4:40pm  **Transportation Report**—Committee Chair VanDeVere and Development Planners Bruce-White & Walker

9g 4:50pm  Executive Director’s Report—Executive Director Trusty

9h 5:00pm  Chairman’s Report—Chairman Kuhle

10 5:10pm  Unfinished Business

11 5:10pm  **New Business**  
**SRDC Annual Meeting**  
• The SRDC Annual Meeting will be held on Thursday, July 8th at 4:00pm tentatively at Take 16 Brewing, Luverne. A brief Full Commission business meeting will begin the Annual Meeting.  
• The SRDC Awards Committee will need to be appointed by the Chairman for Project of the Year.  
**Action Needed: Chairman makes Awards Committee appointments**  
• The Nominating Committee for the Election of Officers will need to be appointed at today's meeting.  
**Action Needed: Chairman makes Nominating Committee appointments**

12  
**Other Issues**

13  
**Announcements**  
SRDC Commissioner vacancies exist from the following representation: Nobles County Municipalities, Pipestone County Townships, Redwood County Municipalities, and Region 8 Cultural Diversity.  
• SRDC Office is closed on Monday, May 31st in observation of Memorial Day.  
• SRDC Summer Hours: SRDC Office closed at 2:30pm on Fridays, Memorial Day through Labor Day.  
• SRDC Board of Directors Meeting: Thursday, June 8th at 3:30pm.

14 5:20pm  **Adjournment**

*E: Item will be available in the electronic meeting packet, emailed to Commissioners prior to the Commission Meeting, posted on the SRDC website, and available on screen during the Commission Meeting.*
MEMBERS PRESENT: Chairman Mike Kuhle, Commissioners JoEllen Benson, Bob Byrnes, Miron Carney, Pam Cooreman, Bill Crowley, Keith Elbers, Lori Grant, Donna Gravley, Chris Hollingsworth, Tiffany Knott, Myron Koets, Paul Langseth, Jeff Moen, Bob Paplow, Richard Peterson, Jenny Quade, Sherri Thompson, Mic VanDeVere, Bob Van Hee, Don Wachal, Carol Wagner, and Dennis Welgraven

MEMBERS ABSENT: Commissioners Rick Anderson, Eriann Faris, Eric Hartman, Tom Hoff, Dennis Klingbile, Kevin O'Keefe/Nora Murphy, Terry Quiring, and Shanda Walker

STAFF PRESENT: Executive Director Jay Trusty, Rosemary Bruce-White, Jason Walker, Robin Weis, and Jessica Welu

CALL TO ORDER
Chairman Mike Kuhle called the meeting to order at 3:30 p.m., followed by the Pledge of Allegiance and roll-call introductions.

Chairman Kuhle requested that, following motions, votes be counted through request of any opposition to the motion.

AGENDA ADDITIONS/APPROVAL
There were no additions to the agenda.

M/S/P Motion made by Commissioner Carney and seconded by Commissioner Byrnes to approve the agenda as presented. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

COMMISSIONER APPOINTMENTS
Chairman Kuhle announced the following appointment to the Commission: Appointment of Tiffany Knott, representing Redwood County Townships.

M/S/P Motion made by Commissioner Carney and seconded by Commissioner Byrnes to approve the appointments and reappointments of SRDC Commissioners as presented. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

SRDC BOARD OF DIRECTORS APPOINTMENTS

M/S/P Motion made by Commissioner Carney and seconded by Commissioner Byrnes to approve the following SRDC Board of Directors reappointments: Richard Peterson as Jackson County’s representative, Paul Langseth as Nobles County’s representative, and
Myron Koets as Pipestone County’s representative. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

CONSENT AGENDA

M/S/P Motion made by Commissioner Carney and seconded by Commissioner Byrnes to approve the following consent agenda items: January 14, 2021 Full Commission Minutes, February 11, 2021 Board of Directors Minutes, and the SWHHS Technical Assistance Contract. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

FINANCE REPORT

SRDC Treasurer Dennis Welgraven referred Commissioners to the Treasurer’s Report, showing bank accounts and fund designations.

M/S/P Motion made by Commissioner Grant and seconded by Commissioner Byrnes to approve the Treasurer’s Report as provided. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

Executive Director Jay Trusty highlighted several line items in the Administrative Report through January 2021. Discussion followed. Approval is needed of the Administrative report and January Receipts & Expenditures report.

M/S/P Motion made by Commissioner Carney and seconded by Commissioner Byrnes to approve the Administrative Report and January Receipts & Expenditures report as provided. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

PROJECT REVIEWS

There were no reviews.

COMMITTEE AND STAFF REPORTS

A. Legislative Committee Report

Committee Chair Miron Carney reported that one year ago today Legislative Committee members were attending the Coalition of Greater Minnesota Cities Legislative Day on the Hill which ended up being the last event before the COVID-19 shutdown. The Legislative Committee met in January and opted to prioritize supporting rural broadband as the pandemic has increased the need for better broadband access. Carney and Executive Director Jay Trusty provided an update on Senate File 22. On January 20, Carney took part in the first Regional Competitiveness meeting where attendees discussed real and perceived challenges to the region’s competitiveness as a border region. Attendees identified directions and will be looking at making recommendations during next year’s legislative session. On January 27, members of the Legislative Committee attended the Coalition of Greater Minnesota Cities Legislative Action
Day. This year was a virtual event with no legislative visits. Carney noted that the networking opportunities are missed. On February 12, Carney and Executive Director Trusty met virtually with Senator Dahms to discuss SF22-Broadband Funding, Casey Jones State Trail funding, and Local Government Aid. On February 24, Carney and Trusty joined the Friends of the Casey Jones State Trail in a meeting with Joe Schomacker. Carney noted that with virtual visits, it is best to have a scripted and rehearsed agenda, limited speakers, and to watch the time carefully. The Legislative Committee is also trying to move ahead with a co-legislative meeting with Region 9. Executive Director Trusty presented to the Region Nine Development Commission on March 9. Trusty reported that there was good response, they had many questions, and wanted to know about success stories and how SRDC conducts legislative visits. Carney noted that the next step will be to try to find a date for a co-legislative meeting. In the future, it may be possible for SRDC’s legislative committee to mentor other RDOs.

Executive Director Trusty referred Commissioners to House File 430 as found in the electronic packet. The City of Windom has reached out to SRDC requesting a letter of support. The bill would establish and provide $2.5 million for the Greater Minnesota Housing Public Infrastructure Grant Program to prioritize and encourage construction to increase the availability of housing. Housing is a huge concern for the City of Windom. In the past, housing has been an SRDC legislative priority and is currently on the watch list. A resolution on the importance of housing funding in the 2021 bonding bill is being recommended.

M/S/P Motion made by Commissioner Carney and seconded by Commissioner Byrnes to approve the Resolution on Importance of Housing Funding in the 2021 Bonding Bill as presented. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

B. Economic Development Report

Deputy Director Robin Weis provided an update on the CEDS. Staff are in preparations for various outreach and input opportunities. A survey to gather input on the SWOTs will be included in the next SRDC Newsletter. An introduction to the CEDS meeting is upcoming, along with cornerstone meetings on April 14th and 21st from 1:30-3pm via Zoom. If interested in being part of the CEDS process, please reach out to Robin. The City of Tracy has been informed by the EDA that their BR&E project is in the final stages. If funded, the city would receive an $111,600 grant from the EDA. SRDC assisted with project brainstorming and a business survey prior to their submission. Two projects in the region have successfully secured Border-to-Border Grants: Lismore Cooperative for a $732,381 project in/by Iona and Woodstock Telephone for a $1,085,154 project in/by Lynd. Weis will be attending the Minnesota Rural Broadband Coalition’s Virtual Broadband Day on the Hill on March 24 from 9am-12pm. Weis noted a new report on Child Care in Rural MN after 2020 is available. SRDC has been involved in discussions on a Rail Feasibility Study regarding rail projects that promote economic development along the 42-mile BRRRA line. The study is in the final phases of reviewing locations. Weis has been asked to help present at an upcoming Rock and Nobles Commission Meeting. Weis is assisting with an application with FAA Workforce Development Grant project similar to the LYFT Grant with the Tracy Airport for pilot training. Discussions have also started on a project with Rural Grocery Stores in collaboration with three other RDOs. Weis also noted that the new federal stimulus bill includes $3 billion for the EDA—the first stimulus was $1.5 billion for the EDA—and included $750 million designated for the tourism industry.
Development Planner Rosemary Bruce-White provided an update on the Regional Economic Resiliency Plan, noting that this will be a season of outreach for SRDC. Bruce-White is currently working on a business response survey for COVID-19, looking out how businesses reacted to COVID-19 and collaboration efforts. The survey will be going out to businesses in the region at the end of this week, starting with chamber businesses and then a second push likely through Commissioners to help reach missing businesses.

C. Revolving Loan Fund Report
Committee Chair Bob Byrnes reported that the RLF Committee met on Monday. Byrnes provided a summary of the traditional and COVID-19 RLF programs. The traditional RLF currently has 36 active loans. A $100,000 loan in Murray County was approved on Monday, and a Lincoln County loan for $100,000 is set to close at the end of the month. Funds are currently available in the approximate amount of $65,000, not including the newest approved loan which will close at a future date. The traditional RLF is, at this time, fully loaned out, but the committee is looking ahead and making commitments as payments come in. Around $30,000 is received each month in repayments. The COVID-19 RLF currently has 17 loans that have closed, totaling $990,719.17. The committee did approve $256,000 in additional loans, leaving $233,280 available for lending. The committee’s goal is to have all original funds loaned out by May 6, 2021. While the funds will still be available after that date, provisions will change.

Deputy Director Robin Weis noted that the RLF Committee met eleven times in 2020—a record number of meetings. Weis expressed her appreciation for the committee members. Weis provided an update on the process for defederalizing the RLF. RLFs that are in good standing for seven years with the EDA can request defederalization. Under the requirements, Davis-Bacon will still apply, traditional housing projects will still not be allowable, but refinancing will be an allowable use. The RLF Committee will bring a resolution to the April Board of Directors meeting and are recommending defederalizing the traditional RLF and continuing it as an RLF at this time. There will also be the capacity to change fund use in the future. Committee Chair Byrnes noted that the defederalization would only apply to the traditional RLF and that COVID-19 RLF payments will need to be kept separate; therefore, in the future, SRDC would have two RLF funds. Commissioner questions and discussion followed.

PACE
Funds are currently available in the approximate amount of $51,000 (PACE ARRA funds) and $265,000 (PACE SEP funds). The committee will meet on March 22nd. One application for a $100,000 project in Murray County will be reviewed. One Nobles County loan has recently paid their loan in full, and a Lincoln County loan is expected to pay off early. Weis presented the PACE survey results. Eleven survey responses were received. Of the eleven, about half received rebates, most felt the energy audit/assessment was valuable, most reported staff and/or clients noticing improvements, and all would recommend PACE to other businesses. Lighting, heating, and cooling were top commented improvements, energy savings were reported, many commented that PACE was a simple process, and least successful were comments regarding the 20% maximum allowance and the interest rate. Commissioner questions and discussion followed.
D. Physical Development Report
Development Planner Jason Walker reported that the RMEB is scheduled to meet on March 22nd. Minnesota Rural Electric Association will present on cooperatives and how they’re participating the energy transition. The RMEB will also continue discussions on transmission constraints as this remains the biggest issue preventing future project development. Walker provided an update on CERTs Seed Grant Reports. Three of the five projects have submitted their final reports. Two projects have asked for extensions until May 30th due to COVID delays. Walker presented on GreenStep Cities on March 7th to the New Ulm Energy Commission. They voted unanimously to recommend becoming a GreenStep City to the city council. If approved, New Ulm would be the 5th GreenStep City in the SW CERTs region. If any other cities are interested, Walker is available to present to city groups. CERTs will be doing a manufactured home blitz in 2021 to help with weatherization and energy efficiency as part of their 5% and under campaign.

Development Planner Rosemary Bruce-White provided an update on the City of Tracy Comprehensive Plan Update. Bruce-White met with the Secondary Principal of the Tracy Area High School to discuss potential projects and activities to incorporate into curriculum to provide high school students an opportunity to participate in the planning process. The City’s Planning Commission met March 1st and accepted suggested activities. Bruce-White will be starting outreach to the steering committee to set up a kick-off meeting. The Solid Waste Commission is scheduled to meet March 22nd.

E. Community Development Report
Communications Specialist Jessica reported that the final Strategic Plan for the City of Slayton on increasing housing and services for older adults has been submitted to the City and to Operation Prairie Venture, and is available on the SRDC website. Commissioner Miron Carney provided an update on plan implementation efforts in Slayton, noting that it is great to have a plan come together and before the ink is even dry be able to make progress. Carney reported that one of the RLF loans approved includes a loan for an assisted living facility in Slayton. The City will be completing demolition of the old nursing home this summer, using TIF balance and likely a grant the City has applied for. Construction is expected to begin this fall, with hopes of opening the assisted living and memory care center in early 2022. The City will also be putting out more RFPs for the additional land in hopes of interest from developers for additional senior housing.

Welu provided an update on communication efforts with Friends of the Casey Jones State Trail and the MADO website. The next SRDC newsletter will be published next week. Welu then presented on the Communications Plan, highlighting background information, the SRDC structure, the voices of the SRDC, how SRDC reaches stakeholders, the challenges addressed within the plan, and the goals for FY21-23. A resolution to adopt the communications plan is needed.

M/S/P Motion made by Commissioner Carney and seconded by Commissioner Byrnes to approve the resolution to adopt the SRDC FY21-FY23 Communications Plan as presented. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.
F. Transportation Report
Committee Chair Mic VanDeVere reported that the Transportation Committee will meet April 1st. Items on the agenda include review and approval of the draft Transportation Work Plan, the City of Marshall’s Functional Change Request, and the District Area Transportation Improvement Plans. An update on ATP 7 & 7 TA applications was provided. ATP 7 is scheduled to meet March 12th. The new SRDC representative for ATP 7 is Richard Peterson. The ATP 8 TA scoring committee decided to recommend fully funding the projects from the City of Marshall and Granite Falls, and partially funding the Kandiyohi County project.

Development Planner Rosemary Bruce-White reported that the Joint SMTP-MnSHIP Equity Work Group had their first meeting this month and discussed how to define transportation equity and what it means for their work. The work group plans to meet 1-2 times per month and will advise MnDOT on how to use its plans and investments to advance equity throughout Minnesota. Bruce-White reported on discussions at the February 22-23 Quarterly Transportation Planners meeting and reminded Commissioners that MnDOT has portable counters available for free use. Now that the weather is getting better, it would be good to start getting the counters used for planning projects.

Development Planner Jason Walker provided an update on SRTS planning efforts. Staff conducted the second meeting in Tyler on March 3rd where participants determined the goals and action steps they would like to pursue over the next five years. Staff also completed a suggested walking/biking route map for Tyler to use when their new school opens in the fall. Staff will be conducting the second meeting for Jackson on March 16th and for Lakefield on March 30th. Adrian was awarded a planning grant for next year. A resolution for the MnDOT SRTS Planning Assistance Grant is needed.

M/S/P Motion made by Commissioner Carney and seconded by Commissioner Byrnes to approve the resolution for the MnDOT SRTS Planning Assistance Grant for 2021-22 as presented. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

G. Executive Director’s Report
Executive Director Jay Trusty reported that he participated in a meeting with the Blandin Foundation regarding federal broadband funding. Once the broadband program is finalized, Blandin is willing to pay RDOs up to $5,000 to assist in grant writing for communities applying for broadband funding. Trusty provided an update on his participation in Equity and Inclusion in Renewable Energy workgroup. The recommendations report has been finalized and outreach materials are upcoming. The Minnesota Network Advisory Board met and is exploring funding for two more cohorts. Planning staff will attend the final MADO DEI training session next week. The grant application for the National Science Foundation has been selected to interview on March 22nd. After this step it will take around six months for grant recipients to be selected. Trusty provided an update on the Economic Recovery Specialist position. SRDC and other RDOs have struggled to get qualified applicants. Trusty has revised the position to a full time paid internship, temporary through June 2022. Trusty will be bringing the new job description to the next Budget and Personnel Committee meeting.
H. Chairman’s Report
Chairman Mike Kuhle reported on COVID vaccinations in the region, noting that the more vaccinations received in the region, the better off the region will be. Kuhle proposed a push in positive messages about vaccinations in regional communication. Kuhle also reported that last week Worthington City Council member Mike Harmon passed away. The council will be looking to fill his position, but, noted Kuhle, he will be tough to replace.

UNFINISHED BUSINESS
No discussion.

NEW BUSINESS
Timetable for SRDC’s FY2022 Work Program and Budget Preparation
Executive Director Jay Trusty referred Commissioners to the draft timetable for the SRDC’s FY 2022 Budget and Work Plan Process. The SRDC standing committees will be meeting prior to work program completion. The Public Hearing on the SRDC FY 2022 Work Program will be held prior to the May 13th Full Commission Meeting. The Budget & Personnel Committee will meet on April 2nd and, if needed, on April 8th.

M/S/P Motion made by Commissioner Carney and seconded by Commissioner Byrnes to approve the resolution to approve the SRDC Timetable for the FY 2022 Budget and Work Plan Process. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

OTHER ISSUES
Commissioner Bob Byrnes referred back to Chairman Kuhle’s remarks on COVID communication efforts. The region has had great progress in vaccinations compared to other parts of the state. This information on vaccination progress in the region and sharing the amount of vaccines that are wasted compared to the region would be worth sharing. Byrnes noted that when people see others accepting the vaccine, they are more willing to accept it. Positive news regarding vaccinations should be shared on a regional level. Discussion followed.

ANNOUNCEMENTS
Chairman Mike Kuhle referred Commissioners to the announcements included on the agenda.

SRDC Commissioner vacancies exist from the following representation: Nobles County Municipalities, Pipestone County Townships, Redwood County Municipalities, Health and Human Services, Region 8 Cultural Diversity, and Region 8 School Boards.

ADJOURNMENT
Chairman Kuhle adjourned the meeting at 5:15 p.m.
APPROVAL OF MEETING MINUTES
Meeting Minutes prepared by Jessica Welu, SRDC Communications Specialist.

Reviewed by:  
Richard Peterson  
SRDC Secretary

Approved by:  
Mike Kuhle  
SRDC Chairman
MEMBERS PRESENT: Chairman Mike Kuhle, Commissioners Rick Anderson, Bob Byrnes, Miron Carney, Keith Elbers, Donna Gravley, Eric Hartman, Myron Koets, Paul Langseth, Richard Peterson, Bob Van Hee and Dennis Welgraven

MEMBERS ABSENT: Commissioner Dennis Klingbile

GUESTS PRESENT: Commissioner Bob Paplow

STAFF PRESENT: Executive Director Jay Trusty, Rosemary Bruce-White, Brooke Swart, Jason Walker, Robin Weis, and Jessica Welu

CALL TO ORDER
Chairman Mike Kuhle called the meeting to order at 3:30 p.m., followed by the Pledge of Allegiance and roll-call introductions.

Chairman Kuhle requested that, following motions, votes be counted through request of any opposition to the motion.

AGENDA ADDITIONS/APPROVAL
There were no additions to the agenda.

M/S/P Motion made by Commissioner Langseth and seconded by Commissioner Koets to approve the agenda as provided. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

CONSENT AGENDA

M/S/P Motion made by Commissioner Langseth and seconded by Commissioner Koets to approve the following consent agenda items: February Receipts & Expenditures Report. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

FINANCE REPORT
SRDC Treasurer Dennis Welgraven referred Commissioners to the Treasurer’s Report, showing bank accounts and fund designations. There were no questions.

M/S/P Motion made by Commissioner Langseth and seconded by Commissioner Koets to approve the Treasurer’s Report as provided. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.
Finance Director Brooke Swart reported on the Administrative Report through the end of February 2021. Revenues and expenses are in line with the expected budget at this point. Expense items showing 100% were paid in full and are not expected to have any more expenses.

M/S/P Motion made by Commissioner Langseth and seconded by Commissioner Koets to approve the Administrative Report as provided. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

PROJECT REVIEWS
Development Planner Rosemary Bruce-White reported on two USDA Rural Development project reviews for the City of Garvin on the purchase of three new fire radios and for the City of Russel on the construction of a new 50,000 gallon water tower. Discussion of grant funding followed.

M/S/P Motion made by Commissioner Langseth and seconded by Commissioner Koets to approve the two project reviews as presented. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

COMMITTEE AND STAFF REPORTS
A. Budget & Personnel Committee Report
Committee Chair Dennis Welgraven reported that the committee met and turned the discussion over to Finance Director Brooke Swart for details on the Draft FY 2022 Budget and Work Program.

Finance Director Swart reported that the Budget & Personnel Committee had met on April 2nd and reviewed the draft budget, the recommended 2.5% COLA salary adjustments, and the draft work program for FY 2022. The proposed draft budget shows an overall increase in fund balance, with a large decrease in salary budget and expenses. Contracts are also lower and may change based on staff availability. With the current workload, staff available time to take on new contracts is limited. Swart highlighted several line items on the draft budget. The Committee is also recommending a 2.5% COLA for all eligible employees, and a 1.5% COLA for the Executive Director beginning July 1, 2021.

The Budget & Personnel Committee also reviewed the draft Work Program for FY 2022. Executive Director Jay Trusty presented the draft Work Program, noting changes. Budget & Personnel Committee is recommending that the FY 2022 Budget be sent to public hearing and recommending approval of the Budget and Work Program to the Full Commission following the public hearing on May 13th.

M/S/P Motion made by Commissioner Langseth and seconded by Commissioner Byrnes to approve the Committee’s recommendation as presented. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

Executive Director Trusty also reported that the Committee reviewed Finance Director Swart’s probationary period and is recommending Finance Director Swart be placed on permanent status.
M/S/P  Motion made by Commissioner Langseth and seconded by Commissioner Koets to approve the Committee’s recommendation to place Finance Director Brooke Swart on permanent status. Request for opposing votes made. No opposing votes were cast. Motion Carried Unanimously.

B. Legislative Committee Report
Committee Chair Miron Carney provided a summary of recent Committee activities, including participation in the Coalition of Greater Minneota Cities Legislative Action Day, and a February 12th meeting with Senator Dahms. Yesterday a broadband meeting was scheduled with Representative Schomacker, but do to the representative’s schedule, the meeting was not able to occur. Members will take part in the upcoming Regional Competitiveness Workgroup on April 16th. Cluster reports have been distributed from DEED for this meeting. The Committee is also mentoring Region 9’s Legislative Committee. The Committee is following HF14 and SF22 which would provide $120 million in rural broadband funding for the biennium. Executive Director Trusty noted that SF22 had passed the committee at $120 with some revisions. Trusty also reported on a recent meeting with Senator Klobuchar’s staff and Pipestone officials, including Mayor Myron Koets. COVID-19’s impact with business resiliency was the topic of discussion at this meeting. Commissioner Myron Koets also noted that the Senator’s staff was interested in how the City was looking at spending the new relief money. Koets noted that there are no guidelines for the relief money at this time.

C. Economic Development Report
Deputy Director Robin Weis provided an update on the CEDS. Staff are in preparations for various outreach and input opportunities, including two CEDS cornerstone workshops which will take place via Zoom on April 14 and 21 at 1:30pm. An informational CEDS overview is being planned for May 13th at 2pm via Zoom. Luke Greiner from DEED will present on regional features and data clusters. Weis also reminded Commissioners of the CEDS survey sent via email and available online. Staff are trying to put together many ways for stakeholders to partake in the CEDS process. Weis also noted that a NOFO from EDA is expected soon as part of the new $3 billion stimulus. This NOFO is expected to be 80% funding, 20% match. Weis noted that 25% of the EDA funds are designated for tourism and recreation. This is an opportunity for our communities to do creative projects and an opportunity for potential projects such as DEI, trails, regional recruitment, and a cooperative model for meat processing. Nonprofits are also eligible applicants. The Chicago EDA is expecting 2-3 applicants per county. Weis provided an update on the Southwest Business Development Network, the Regional Transportation Coordinating Council (RTCC), a MADO Rural Grocery Store Cohort, and the Rail Feasibility Study. Staff assisted with grant writing for an FAA application to train 20 high school students to prepare them for their flight test. SRDC would be the fiscal host for this grant if awarded. Four interviews have taken place for the Development Intern position, with two remaining on Friday.

Development Planner Rosemary Bruce-White provided an update on the Regional Economic Resiliency Plan. The business survey has received 52 responses as of today and will stay open through the end of April. Planning staff completed a four-part DEI training with MADO. The last session each RDO presented a plan for how to integrate DEI work into the work we’re doing and how to implement new projects. The presentations offered diverse approaches from across the RDOs.
D. Revolving Loan Fund Report
Committee Chair Bob Byrnes reported that the RLF Committee last met on March 8th and will have a meeting in the next couple of weeks. Byrnes provided a summary of the RLF Plan flexibilities and noted that these flexibilities are in place until May 6, 2021. The COVID-19 RLF currently has 17 loans, and has approved by not yet closed on three additional loans, leaving $233,280.83 available for lending. Around $9,000 is received monthly in principle payments. The Traditional RLF currently has around $65,000 available for lending. An application for a Murray County business was approved for $100,000 with an anticipated fall closing. Around $30,000 is received monthly in repayments.

Deputy Director Robin Weis noted that the RLF Committee will bring a resolution to the May Full Commission meeting for the defederalization of the traditional RLF. Questions were asked in regards to the number of jobs retained and added. Weis will put together this information for the May Full Commission meeting.

PACE
Funds are currently available in the approximate amount of $51,000 (PACE ARRA funds) and $265,000 (PACE SEP funds). One Nobles County loan recently paid their loan in full. An application from a Pipestone County business is expected. Weis reviewed the recent PACE survey results.

E. Physical Development Report
Development Planner Jason Walker reported that the Rural Minnesota Energy Board met March 22nd via Zoom. Darrick Moe from MREA presented. MREA is advocating for the ability to use their current easements to expand broadband where it makes commercial sense. RMEB Commissioners asked if some of the money counties are receiving from the latest relief act could go to cooperatives to expand broadband where it makes sense. The next RMEB meeting is scheduled for May 24th at 1pm in person at the SRDC office. RMEB has expressed interest in possibly touring Connexus Energy’s new solar and battery storage sites in Ramsey and Athens townships. CERTs has new revised Home Energy Guides available on their website in both English and Spanish. Letters to the editor have also gone out to Worthington, New Ulm and Marshall to promote energy assistance programs in the region. Walker also reported that New Ulm recently passed a resolution to become a GreenStep City.

Development Planner Rosemary Bruce-White provided an update on the City of Tracy Comprehensive Plan. Staff met with the citizens committee on April 7th to kick-off planning efforts. The committee is represented by 15-17 people. Due to Census data being prolonged, initial efforts will be on outreach. The Solid Waste Commission last met March 22nd. To prepare for the Regional Solid Waste Management Plan update, Solid Waste Administrators made a request to utilize staff during their meetings as well. This was approved.

F. Community Development Report
Communications Specialist Jessica Welu provided an update on Friends of the Casey Jones State Trail. Representative Schomacker and Senator Weber have authored bills for the appropriation of $1,049,000 bonding funds for the development of the trail and to establish it as a primary, not secondary, trail. The group is currently working on getting support for the bills and will be meeting with DNR representatives on April 21st to discuss steps to make Casey Jones a primary
trail. The Friends’ next meeting is scheduled for April 22\textsuperscript{nd}. Staff met with a Rock County business on March 25\textsuperscript{th} to discuss potential marketing assistance. A draft contract has been sent to the business for review. The MADO Communications staff are scheduled to meet April 26\textsuperscript{th} via Zoom. The agenda is still being finalized. The third issue of the SRDC newsletter was published in March and had a 158\% increase in opening rate from the first issue. The next issue is planned for mid-June. The Communications Plan was submitted in March to the Certified Public Communicator program at TCU. Staff received notice this week that the plan has been officially approved by the program. This is the final requirement for certification.

G. Transportation Report

Development Planner Rosemary Bruce-White reported that the Transportation Committee met April 1\textsuperscript{st}. Items on the agenda included review and approval of the draft Transportation Work Plan and the District Area Transportation Improvement Plans. Bruce-White reported on the March 12\textsuperscript{th} ATP 7 meeting. ATP 8 will next meet on April 9\textsuperscript{th}. The joint SMTP-MnSHIP Equity work group met for the first time on March 19\textsuperscript{th}. The work group will advise MnDOT on how to use its plans and investments to advance equity throughout Minnesota. The group next meets April 13\textsuperscript{th}. Bruce-White is also serving on the Statewide Multi-Model Transportation Plan Economy and Employment Work Group. The first meetings is scheduled for April 15\textsuperscript{th}. Bruce-White also will be serving on the MnDOT District 7 Freight Plan Advisory Committee. This process will be similar to when District 8 updated their freight plan. Bruce-White referred Commissioners to the last page in their packets for a list of District 7 construction projects and reminded Commissioners that MnDOT has portable counters available for free use. Now that the weather is getting better, it would be good to start getting the counters used for planning projects.

Development Planner Jason Walker provided an update on Mountain Lake and Worthington Active Living activities. Walker then provided an update on SRTS activities. Staff is currently drafting the goals and action steps for all three plans. SRDC has been paired with ECRDC to do peer reviews of the SRTS plans before submitting to the committees and MnDOT. The next committee meetings are scheduled for Lakefield and Jackson at the end of April and for Tyler at the beginning of May.

H. Executive Director’s Report

Executive Director Jay Trusty reported on the March MADO Executive Directors meeting. Post-COVID office policies and considerations were discussed. Many of the RDOs are looking at a hybrid model for returning to the office. One of the RDOs is looking at selling their building and leasing a downtown commuter office space. The SWHHS grant application was submitted last week. Trusty reported on the latest LYFT Advisory Committee meeting. The committee is looking at the sustainability of the program as the legislative funding used to start the program is near its end. Trusty had a recent interview with the Washington Post Midwest Correspondent regarding COVID-19’s impact on regional businesses and the workforce. Trusty noted that workforce is the remaining issue, we need people to fill open positions, but that there hasn’t been a lot of business closings due to COVID-19 in the area.

I. Chairman’s Report

Chairman Mike Kuhle reported that preliminary discussions on the expected COVID-19 funding have begun between Nobles County and the City of Worthington. Discussion has centered around what they want the city and county to look like in the future. Businesses have had a lot of
funding available to them so it will be interesting to see how the funding will be best used. Kuhle also reported on recent vaccination clinics in the county. JBS has provided a $100 stipend to its employees to get vaccinated. The City of Worthington has also been interviewing applicants for an open city council position. Nine applications were received. Kuhle noted that not many people run at election time so the number of applications was a nice surprise.

UNFINISHED BUSINESS
No discussion.

NEW BUSINESS
No discussion.

OTHER ISSUES
The SRDC Annual Meeting is tentatively scheduled for Thursday July 8th at Take 16 Brewing in Luverne. The Awards Committee and Nominating Committee for election of officers will be appointed at the May 13th Full Commission Meeting.

ANNOUNCEMENTS
Chairman Mike Kuhle referred Commissioners to the announcements included on the agenda.

SRDC Commissioner vacancies exist from the following representation: Nobles County Municipalities, Pipestone County Townships, Redwood County Municipalities, and Region 8 Cultural Diversity.

ADJOURNMENT
Chairman Kuhle adjourned the meeting at 4:55 p.m.

APPROVAL OF MEETING MINUTES
Meeting Minutes prepared by Jessica Welu, SRDC Communications Specialist.

Reviewed by: Richard Peterson
Approved by: Mike Kuhle
SRDC Secretary SRDC Chairman
## Southwest Regional Development Commission

**Unposted General Ledger Transactions - Board Receipts Report - By Month**

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<td>Keith A. Elbers</td>
<td>Commissioner Exp: 03/11/21</td>
<td>50.00</td>
<td>3/25/2021</td>
</tr>
<tr>
<td>APC21-00079</td>
<td>3/25/2021</td>
<td>757</td>
<td>Robert J. Byrnes</td>
<td>Commissioner Exp: 03/08/21 RLF</td>
<td>50.00</td>
<td>3/25/2021</td>
</tr>
<tr>
<td>APC21-00079</td>
<td>3/25/2021</td>
<td>758</td>
<td>Robert J. Byrnes</td>
<td>Commissioner Exp: 03/11/21</td>
<td>50.00</td>
<td>3/25/2021</td>
</tr>
<tr>
<td>APC21-00079</td>
<td>3/25/2021</td>
<td>759</td>
<td>Robert J. Byrnes</td>
<td>Commissioner Exp: 03/05/21 ATP</td>
<td>50.00</td>
<td>3/25/2021</td>
</tr>
<tr>
<td>APC21-00079</td>
<td>3/25/2021</td>
<td>760</td>
<td>Robert Paplow</td>
<td>Commissioner Exp: 01/14/21</td>
<td>50.00</td>
<td>3/25/2021</td>
</tr>
<tr>
<td>APC21-00079</td>
<td>3/25/2021</td>
<td>761</td>
<td>Robert Paplow</td>
<td>Commissioner Exp: 02/11/21</td>
<td>50.00</td>
<td>3/25/2021</td>
</tr>
<tr>
<td>APC21-00079</td>
<td>3/25/2021</td>
<td>762</td>
<td>Robert Paplow</td>
<td>Commissioner Exp: 03/11/21</td>
<td>50.00</td>
<td>3/25/2021</td>
</tr>
<tr>
<td>APC21-00081</td>
<td>3/25/2021</td>
<td>763</td>
<td>Richard D. Peterson</td>
<td>Commissioner Exp: 02/11/21; 03/11/21</td>
<td>100.00</td>
<td>3/25/2021</td>
</tr>
</tbody>
</table>

Report Total

28,695.04
SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

CONTRACT WITH

SPRINGBROOKE

FOR

TECHNICAL SERVICES

THIS CONTRACT for technical services is entered into by and between the Southwest Regional Development Commission (SRDC), and SpringBrooke (CLIENT).

In consideration of the mutual promises and covenants herein contained, the SRDC and CLIENT agree to the following terms and conditions:

A. SRDC Responsibilities: provide technical assistance upon the request of CLIENT regarding the implementation of marketing and outreach efforts.
   a. Conduct a communications audit of the CLIENT's current website, social media, and search engine results.
   b. Develop a Marketing Calendar, including upcoming marketing campaigns and social media content.
   c. Audit and update CLIENT website for SEO optimization.
   d. Provide other technical assistance upon the request of CLIENT as agreed upon by both parties. Technical assistance may be in the form of marketing and outreach strategies, including the development of messages, graphics, or photography; content development of the CLIENT's website or social media, marketing/event campaigns; or CLIENT training on marketing tools/strategies.
   e. SRDC will be responsible to attend meetings for CLIENT as needed. CLIENT will continue to collaborate with SRDC to determine where technical assistance time is needed and communicate that need.
   f. SRDC will coordinate projects with CLIENT and provide such information as is necessary to complete projects in a timely manner.

B. CLIENT Responsibilities: It shall be the responsibility of the CLIENT to provide SRDC staff with necessary information, including CLIENT website log-in information, photographs, event, or other information necessary to allow staff to conduct marketing assistance as agreed upon above.

C. Financial Participation: Professional services will be provided by SRDC at $60 per hour. Other charges directly reimbursable to SRDC by CLIENT include printing and mileage at SRDC's established rate of reimbursement. CLIENT will be billed by SRDC monthly. The total contract cost attributed to CLIENT will not exceed $2,000 including expenses, unless otherwise agreed to.

The invoice shall be submitted by email to christopher.yungeberg@hotmail.com or mail to:

Chris Yungeberg, General Manager
SpringBrooke
507 Golf Course Lane
Beaver Creek, MN 56116

D. Terms of Contract: This contract shall be effective on April 12, 2021 and continue through October 31, 2021 unless extended by mutual agreement expressed in writing and signed by both parties.
F. Records and Documentation
   a. **Accounting**. SRDC shall be responsible for keeping records which disclose time spent on the project along with travel or printing costs.
   
   b. **Reports**. SRDC shall provide progress reports to CLIENT according to the schedule established.
   
   c. **Hold Harmless**. CLIENT agrees to indemnify and hold harmless the SRDC against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of the performance of either party under this agreement for services.

G. **Cancellation**: This agreement may be cancelled by CLIENT or SRDC at any time, upon ninety (90) days written notice to the other party. In the event of such a cancellation, SRDC shall be entitled to payment, determined on a pro-rata basis, for work or services satisfactorily performed.

H. **Assignment**: SRDC shall neither assign nor transfer any rights or obligations under this agreement without prior written consent of CLIENT.

I. **Staffing**: The SRDC reserves the right to utilize the most appropriate personnel and/or time availability of staff members to perform the stated activities.

J. **Amendments**: Any amendments to this agreement shall be in writing, and shall be executed by the same parties who executed the original agreement or their successors in office.

---

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION**

__________________________
Chairperson

__________________________
Executive Director

Date: ______________________

---

**SPRINGBROOKE**

__________________________
Authorized Official

Attested By

Date: 4-13-21
STATE OF MINNESOTA

GRANT AGREEMENT
(FISCAL YEARS 2022 AND 2023)

This Grant Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the Southwest Regional Development Commission (hereinafter "Grantee").

RECITALS

1. Minnesota Statutes § 174.01 designates the Minnesota Department of Transportation ("MnDOT") as the principal agency of the state for development, implementation, administration, consolidation, and coordination of state transportation policies, plans, and programs; and

2. Minnesota Statutes § 462.383, subdivision 2, and 462.39, subdivision 3, authorize Regional Development Commissions ("RDCs") to work with and on behalf of local units of government to develop plans or implement programs to address economic, social, physical, and governmental concerns and to develop comprehensive plans for local units of government; and

3. Minnesota Statutes § 174.03, subdivision 5, requires RDCs to develop regional long-range transportation policy plans in cooperation with MnDOT and local governments; and

4. Pursuant to Minnesota Statutes § 174.03, subdivision 4(2), MnDOT may provide financial assistance to RDCs for transportation planning; and

5. The Grantee is an RDC eligible to receive MnDOT funds.

6. The parties to this Agreement mutually agree as follows:

AGREEMENT TERMS

1. Term of Grant Agreement

1.1 Effective date. This Agreement will be effective on July 1, 2021 or the date the State obtains all required signatures under Minnesota Statutes § 16.98, subdivision 5, whichever is later. The Grantee must not begin work under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State’s Authorized Representative to begin work.

1.2 Expiration Date. This Agreement will remain in effect until June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms. All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement including, without limitation, the following clauses: 8. Indemnification; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers’ Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

1.4 Exhibits. Exhibit 1, Financial Assistance, and Exhibit 2, Invoices, are attached and incorporated into this agreement.

2. Duties

2.1 Grantee’s Duties. The Grantee, who is not a state employee, will:
a) Perform the work activities defined in the July 1, 2021 through June 30, 2022 and July 1, 2022 through June 30, 2023 RDC Transportation Planning Grant Agreement Workplans (hereinafter “RDC Workplans”) as approved by the State and which are on file at Grantee’s office and incorporated herein by reference.

b) The RDC Workplans defines the scope of work and particular tasks to be completed by the Grantee.

c) All work must be performed in a satisfactory and timely manner.

b) Provide 15% local matching funds, which is equal to up to $13,235 for FY 2022 and $13,235 for FY 2023 ($26,470 for the contract period).

2.2 State’s Duties. The State will:

a) Review and monitor progress of work activities defined in the Grantee’s FY 2022 and FY 2023 RDC Workplans.

b) Furnish the Grantee, at its request, all data that is in the State’s possession that is considered pertinent by the State to the work to be performed.

c) Advise the Grantee of the anticipated availability of funds and assist in the development of the Grantee’s FY 2022 and FY 2023 RDC Workplans.

3. Time

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. Consideration and Payment

4.1 Consideration. The State will pay for all services performed by the Grantee under this Grant Agreement as follows:

a) Compensation. The Grantee will be paid on a Lump Sum basis as follows upon receipt of invoice:

<table>
<thead>
<tr>
<th>For July 1, 2021 to June 30, 2022 (hereinafter FY 2022)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. 25% upon execution of this Agreement and acceptance of the FY 2022 RDC Work plan (must be on or after July 1, 2022);</td>
</tr>
<tr>
<td>ii. 20% after March 31, 2022 and acceptance of the FY 2022 mid-year work report;</td>
</tr>
<tr>
<td>iii. 5% after June 30, 2022 and acceptance of the FY 2022 final work report;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For July 1, 2022 to June 30, 2023 (hereinafter FY 2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>iv. 25% after July 1, 2022 and acceptance of the FY 2023 RDC Work plan;</td>
</tr>
<tr>
<td>v. 20% after March 31, 2023 and acceptance of the FY 2023 mid-year work report; and</td>
</tr>
<tr>
<td>vi. 5% after June 30, 2023 and acceptance of the Grantee’s FY 2023 final work report.</td>
</tr>
</tbody>
</table>

b) Total Obligation. The total obligation of the State for all compensation and reimbursement to the Grantee under this Grant Agreement will not exceed $75,000 in each fiscal year ($150,000 over two fiscal years).

4.2 Payment: Invoices
The State will promptly pay the Grantee after the Grantee presents an invoice and the State’s Authorized Representative accepts the invoice. Invoices must be submitted according to the schedule identified in Clause 4.1.a

4.3 **Grant Monitoring Visit and Financial Reconciliation.** During the period of performance, the State will make at least one monitoring visit and conduct annual financial reconciliations of Grantee’s expenditures. The State’s Authorized Representative will notify Grantee’s Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided with at least seven calendar days of notice prior to any monitoring visit or financial reconciliation. Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.4 **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed.

5. **Conditions of Payment**

All services provided by the Grantee under this Grant Agreement must be performed to the State’s satisfaction, as determined at the discretion of the State’s Authorized Representative and District Planner and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6. **Authorized Representatives**

6.1 **State’s Authorized Representative.** The State’s Authorized Representative is Scott Shaffer, Senior Transportation Planner, 395 John Ireland Blvd MS 440, St. Paul, MN 55155, 651-366-4917, or his successor, and has the responsibility to monitor the Grantee’s performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State’s Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 **Grantee’s Authorized Representative.** The Grantee’s Authorized Representative is Jayme Trusty, Executive Director, 2401 Broadway Ave, Suite 1, Slayton, MN 56172, 507-836-1636. If the Grantee’s Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7. **Assignment, Amendments, Waiver, and Grant Agreement Complete**

7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

7.2 **Amendments.** Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors in office.

7.3 **Waiver.** If the State fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to subsequently enforce it.

7.4 **Grant Agreement Complete.** This Grant Agreement contains all prior negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.
7.5 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

8. **Indemnification**

In the performance of this Grant Agreement by Grantee, or Grantee’s agents or employees, and to the extent permitted by law, the Grantee must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney’s fees incurred by the state, to the extent caused by Grantee’s:

1. Intentional, willful, or negligent acts or omissions; or
2. Actions that give rise to strict liability; or
3. Breach of contract or warranty

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State’s sole negligence. This clause will not be construed to bar any legal remedies the Grantee may have for the State’s failure to fulfill its obligations under this Grant Agreement.

9. **State Audits**

Under Minnesota Statutes § 16B.98, subdivision 8, the Grantee’s books, records, documents, and accounting procedures and practices relevant to this Grant Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement.


10.1 **Government Data Practices.** Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either Grantee or the State.

10.2 **Intellectual Property Rights.** State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this agreement. “Works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this agreement. Works includes Documents. “Documents” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this agreement. The Documents will be the exclusive property of State, and Grantee upon completion or cancellation of this agreement must immediately return all such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” Grantee assigns all right, title and interest it may have in the Works and the Documents to State. Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the Works and Documents.

10.3 **Obligations**

a) **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this agreement, the Grantee will immediately give
the State’s Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

b) **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. The Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee’s expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works and Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee’s or the State’s opinion is likely to arise, the Grantee must, at the State’s discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11. **Workers’ Compensation**

The Grantee certifies that it complies with Minnesota Statutes § 176.181, subdivision 2, pertaining to workers’ compensation insurance coverage. The Grantee’s employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the States’ obligation or responsibility.

12. **Publicity and Endorsement**

12.1 **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State’s Authorized Representative or District Planner. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13. **Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs the validity, interpretation, and enforcement of this Grant Agreement. Venue for all legal proceedings arising out of this Grant Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. **Termination; Suspension**

14.1 **Termination by the State.** The State may terminate this Grant Agreement at any time, with or without cause. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not
been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding. The State may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding sources; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State’s receiving that notice.

14.4 Suspension. The State may immediately suspend this Grant Agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

i. Data Disclosure

Under Minnesota Statutes § 270C.65, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

j. Title VI/Non-discrimination Assurances. Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee’s compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

(THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK)
STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16B.98.

Signed: ______________________________________

Date: ______________________________________

SWIFT Contract # _______________________________

SWIFT Purchase Order # __________________________

DEPARTMENT OF TRANSPORTATION

By: ________________________________

(With delegated authority)

Title: __________________________________

Date: __________________________________

MnDOT CONTRACT MANAGEMENT

By: ______________________________________

Date: ____________________________________

MnDOT OFFICE OF FINANCE – GRANT UNIT

By: ______________________________________

Date: ____________________________________

By: ______________________________________

Title: __________________________________

Date: __________________________________

By: ______________________________________

Title: __________________________________

Date: __________________________________

GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, by laws, resolutions, or ordinances.

By: ______________________________________

Title: __________________________________

Date: __________________________________

By: ______________________________________

Title: __________________________________

Date: __________________________________

By: ______________________________________

Title: __________________________________

Date: __________________________________

By: ______________________________________

Title: __________________________________

Date: __________________________________

By: ______________________________________

Title: __________________________________

Date: __________________________________

Page 7 of 10
RESOLUTION

BE IT RESOLVED that the Southwest Regional Development Commission enter into an Agreement for Distribution of MnDOT Planning Funds, under Agreement Number 1046151, with the State of Minnesota, Department of Transportation.

BE IT FURTHER RESOLVED that the ________________________________ (Title) and ________________________________ (Title) of the Southwest Regional Development Commission are hereby authorized to execute such Agreement and any amendments.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the ________________________________ at a duly authorized meeting thereof held on the ______ day of ________________________, as shown by the minutes of said meeting in my possession.

____________________________________
Secretary

____________________________________
Notary
TREASURER'S REPORT
MONTH END March 31, 2021 - Bank Accounts as of 4/1/2021

Bank Account Information

INVESTMENTS -General Fund

<table>
<thead>
<tr>
<th>Bank</th>
<th>Amount</th>
<th>Due Date</th>
<th>APY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackson Federal Savings &amp; Loan - Jackson</td>
<td>100,481.57</td>
<td>02/10/22</td>
<td>0.75%</td>
</tr>
<tr>
<td>Currie State Bank - Currie</td>
<td>108,978.46</td>
<td>09/02/21</td>
<td>0.70%</td>
</tr>
<tr>
<td>First Independent Bank - Russell</td>
<td>103,017.41</td>
<td>07/05/22</td>
<td>0.30%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 312,477.44</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: The security deposit for the office building in the amount of $50,000 is at the Slayton City Clerk's office at an investment rate of .75% on Oct. 1, 2020. We currently have extra security at Minnwest Bank - Slayton and United Prairie Bank - Jackson to allow deposits above FDIC limits.

ACCOUNTS-Dedicated and Undedicated Funds Program Accounts

| Minnwest Bank South - Slayton | Checking $ | $3,000.00 |
| Minnwest Bank South - Slayton | Savings    | 296,100.77 |
| Minnwest Bank South - Slayton | Savings-F & H | 20,626.23 |
| First Independent Bank - Russell | Savings   | 40,305.53 |
| United Prairie Bank - Jackson | Savings   | 160,994.78 |
| Jackson Federal S&L - Jackson  | Savings   | 148,821.01 |
| **TOTAL ACCOUNTS**             | **$ 669,848.32** | |
| **TOTAL INVESTMENTS**          | **$ 312,477.44** | |

Approximate Designated Funds-Projects

| Murray Co. Early Childhood Coalition | $2,159.59 |
| Regional Cultural Diversity Coalition | (1,904.27) |
| MN Rural Broadband Coalition          | (25,015.86) |
| Designated Funds                      | (11,296.85) |
| **Committed to: Acquisition of Capital Assets - Equipment** | (90,879.26) |
| **Committed to: Acquisition of Capital Assets - Building** | (243,151.09) |
| **Committed to: Unemployment Claims** | (58,186.06) |
| **Committed to: Employee Retirement Transition** | (33,479.87) |
| **Compensated Absences Payable**      | (62,000.00) |
| **Subtotal Dedicated Funds in bank accounts** | (528,072.85) |
| **Subtotal Cashflow amount**          | $454,253 |
| **Less: Estimated Nongrant Payables due after 4/1/2021** | (13,000) |
| **Funds for cashflow purposes-matching shares, committee meetings, Director and staff nongrant/contract work, upfront work prior to grant reimbursement** | $441,253 |

SPECIAL REVENUE ACCOUNTS - NonAdministrative

| EDA Planning Funds                      | $50 |
| EDA Revolving Loan Funds-(business loans only) | 79,239 | Total EDA RLF |
| Currie State Bank RLF Savings-(business loans only) | 2,569 | 81,808 |
| C-EDA Revolving Loan Funds-(business loans only) | 29,874 |
| PACE Funds-(loans only)                  | 51,843 | ST PACE Loan Funds |
| PACE Funds-SEP-(loans only) (Possible Admin. Considerations) | 265,173 | 316,816 |
| PACE Funds-(Electric Companies-funds to pay off loans & admin) | 22,365 | Total PACE |
| PACE (County Funds used to pay down on REED loan) | 88,704 | 339,181 |
| **TOTAL SPECIAL FUNDS**                  | **$ 450,913** | |

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## Southwest Regional Development Commission

### Month End March Fiscal Year 2021

YTD Comparison % of Budget: 75.0%

<table>
<thead>
<tr>
<th>FY21 Budget</th>
<th>July - September</th>
<th>October - December</th>
<th>January - February</th>
<th>March</th>
<th>Year to Date</th>
<th>Under / Over Budget</th>
<th>% of Overall Budget</th>
<th>Explanation/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td>393,835</td>
<td>1,581.67</td>
<td>4,745.01</td>
<td>32,820.00</td>
<td>32,819.00</td>
<td>65,639.00</td>
<td>223,409.32</td>
<td>75.0% Taxes primarily received in December and June-YTD estimate</td>
</tr>
<tr>
<td>Contract for Services</td>
<td>149,273</td>
<td>40,765.56</td>
<td>32,174.48</td>
<td>15,644.00</td>
<td>16,645.00</td>
<td>7,156.84</td>
<td>39,645.84</td>
<td>75.0% Based on activity earned to date. Approved usage of RLF financed receivable.</td>
</tr>
<tr>
<td>MnDOT</td>
<td>75,000</td>
<td>0.00</td>
<td>34,174.62</td>
<td>7,641.00</td>
<td>14,800.22</td>
<td>27,024.22</td>
<td>65,639.00</td>
<td>81.6% Grant Earned</td>
</tr>
<tr>
<td>Safe Routes to School</td>
<td>49,823</td>
<td>0.00</td>
<td>17,145.00</td>
<td>17,865.00</td>
<td>17,865.00</td>
<td>22,590.00</td>
<td>39,645.84</td>
<td>78.8% Grant Earned based on 441.5 hrs spent</td>
</tr>
<tr>
<td>Economic Development Adm</td>
<td>70,000</td>
<td>14,000.00</td>
<td>8,923.77</td>
<td>4,583.00</td>
<td>7,641.00</td>
<td>14,800.22</td>
<td>65,639.00</td>
<td>81.6% Grant Earned</td>
</tr>
<tr>
<td>Covid-EDA (C-EDA) New</td>
<td>200,000</td>
<td>40,765.56</td>
<td>49,924.00</td>
<td>49,924.00</td>
<td>49,924.00</td>
<td>7,641.00</td>
<td>65,639.00</td>
<td>81.6% Grant Earned</td>
</tr>
<tr>
<td>CERTS</td>
<td>75,660</td>
<td>4,733.66</td>
<td>32,080.00</td>
<td>9,124.33</td>
<td>3,383.66</td>
<td>17,865.00</td>
<td>65,639.00</td>
<td>79.8% Grant Earned</td>
</tr>
<tr>
<td>McKnight Funds</td>
<td>2,010</td>
<td>0.00</td>
<td>2,010.00</td>
<td>2,010.00</td>
<td>2,010.00</td>
<td>2,010.00</td>
<td>2,010.00</td>
<td>100.0% Balance of Grant at the end of FY20</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>1,130,327</td>
<td>91,663.32</td>
<td>36,919.49</td>
<td>121,637.48</td>
<td>68,875.23</td>
<td>100,232.27</td>
<td>290,744.98</td>
<td>73.5%</td>
</tr>
</tbody>
</table>

| **Expenditures** |                  |                    |                    |       |              |                     |                    |                      |
| Committee Expenses | 28,390           | 1,614.47           | 2,000.00           | 500.00  | 735.94      | 1,257.12            | 2,492.96           | 21.5% Committee less due to zoom meetings including annual meeting |
| Salaries & Fringe | 787,782           | 171,280.53         | 215,617.26         | 84,071.00 | 86,430.50 | 232,631.87         | 619,529.66         | 78.6% Salary paid through 3-19-2021 |
| Travel          | 29,829           | 4,074.81           | 3,254.48           | 735.32  | 73.59       | 1,257.12            | 7,243.59           | 30.8% Travel reduction as travel/training limited other than zoom |
| Office Space Costs | 34,849           | 7,600.35           | 5,895.26           | 4,076.29 | 2,983.46   | 4,710.92            | 11,772.67          | 72.5%                      |
| Postage         | 2,336            | 628.41             | 687.96             | 197.00  | 22.52       | 535.93              | 755.45             | 88.7% Postage on hand |
| Communications  | 5,919            | 1,274.49           | 1,823.36           | 1,102.48 | 1,456.89   | 3,516.66            | 6,614.51           | 111.8%                    |
| Printing/Publication | 9,821           | 3,379.06           | 1,754.82           | 475.30  | 942.98     | 2,490.11            | 3,816.39           | 91.2% Paper on hand    |
| Insurance       | 4,286            | 1,243.50           | 1,121.52           | 373.84  | 436.91     | 1,247.66            | 3,612.68           | 84.3%                      |
| Supplies        | 16,517           | 4,928.30           | 481.70             | 230.76  | 128.10     | 151.77              | 510.63             | 35.8%                      |
| Computer        | 18,200           | 7,705.78           | 3,776.18           | 1,572.52 | 1,493.32   | 4,177.75            | 7,243.59           | 102.9% Finances transition to MIP and Firewall Update |
| Professional Services | 9,375           | 269.50             | 7,650.00           | 2,000.00 | 1,567.52   | 11,217.52           | 11,407.02          | 122.5% Audit paid for in full |
| Total Expenditures | 1,014,322         | 210,695.28         | 270,032.05         | 81,855.88 | 65,639.00 | 100,232.27         | 765,068.00         | 75.4%                      |

| Revenues Over (Under) Expenditures | 116,005           | -119,031.96        | -233,112.56        | 39,781.60 | -6,103.86 | -119,031.96        | -233,112.56        | 75.4%                      |

**PACE Over (under) expense**

-1,926

67,529
## Minnesota Public Utilities Commission

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walleye Wind, LLC</td>
<td>Applications for Certificate of Need &amp; Site Permit for</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>Walleye Wind Project, Rock Co.</td>
<td></td>
</tr>
</tbody>
</table>

## USDA Rural Development

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Westbrook</td>
<td>Purchase of New Fire Dept. PPE</td>
<td>$56,000</td>
</tr>
</tbody>
</table>
Southwest Regional Development Commission Project Review

Agenda Item: 7  
Meeting Date: May 13, 2021

Project Name: Applications of Walleye Wind, LLC for a Certificate of Need and Site Permit for the Walleye Wind Project and Associated Facilities in Rock County  PUC Docket Numbers: IP7026/CN-20-269 (Certificate of Need) and IP7026/WS-20-384 (Site Permit)

Project Description

Walleye Wind, LLC (a wholly owned subsidiary of Nextera Energy Resources, LLC) has proposed to construct and operate an up to 109.2-megawatt (MW) Large Wind Energy Conversion System (LWECS) in Rock County. The project would include construction of up to 40 wind turbines with nameplate capacities of between 2.32 and 2.82 MW each. Associated facilities would include collection lines, a collector substation, an operations and maintenance facility, a construction laydown yard, crane paths, gravel access roads, a meteorological tower, and a generation tie line of less than 500 feet connecting the collector substation to the existing Xcel Energy Rock County Substation.

The project area encompasses approximately 31,000 acres in Martin, Luverne, Beaver Creek and Springwater Townships. Within the project boundary, the LWECS and associated facilities will be located on lands for which Walleye Wind has obtained wind rights and/or property easements. Upon completion, the project components will occupy approximately 49 acres of land converted to wind turbines and associated facilities approved by this permit.

Staff Notes

- Key supporters include, but are not limited to, local city, township, and county representatives, local farmers, labor unions and their workers, and the Chambers of Commerce in Rock County.

- Key opposition is mostly coming from bordering South Dakota land owners who felt that communication was poor and they were concerned about noise, view-shed disruption, shadow flicker, property values, bird kill, decommissioning and not benefitting from the project while dealing with their perceived negatives. Walleye Wind would have benefitted from extending their stakeholder outreach to include neighboring SD property owners early in the project development to mitigate their concerns.

- MnDOT was concerned that not enough consideration had been given to shadow flicker on the roadways in the project area.

- Once completed, this project would generate between $400,000 and $600,000 annually in production taxes for Rock County and certain townships.

- The project could create between 150-185 temporary construction jobs and four full-time jobs.

- The energy generated is estimated to be enough for 25,000 Minnesota households.

Project Review Time: 2 hours

Income to the SRDC for this Review: $0

Reviewer: Jason Walker, Development/Energy Planner
Southwest Regional Development Commission Project Review

Agenda Item: 7  
Meeting Date: May 13, 2021

Project Name: City of Westbrook Purchase of New Fire Department Personal Protective Equipment (USDA)

Project Description

The City of Westbrook Fire Department is seeking funding to replace their personal protective equipment. The Westbrook Fire Department serves the City of Westbrook and the surrounding townships.

The city submitted an application to USDA Rural Development for $56,000.00 to purchase personal protective equipment. The requested funding covers 75% of the total equipment cost.

Staff Notes

• Staff supports Westbrook's application.

Project Review Time: 20 minutes

Income to the SRDC for this Review: $0

Reviewer: Rosemary Bruce-White, Development Planner
<table>
<thead>
<tr>
<th>Revenues</th>
<th>FY2021 BUDGET REVISION</th>
<th>B &amp; P Approved FY2022 BUDGET</th>
<th>BUDGET DIFFERENCE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Levy</td>
<td>393,835</td>
<td>405,650</td>
<td>11,815</td>
<td>3% levy increase with a delinquency allowance</td>
</tr>
<tr>
<td>Current Contracts</td>
<td>149,273</td>
<td>119,076</td>
<td>(30,197)</td>
<td>Based on expected earnings of contracts-See sheet</td>
</tr>
<tr>
<td>MN Department of Transportation</td>
<td>75,000</td>
<td>75,000</td>
<td>-</td>
<td>Same</td>
</tr>
<tr>
<td>MN Department of Transportation-SRTS</td>
<td>49,823</td>
<td>15,992</td>
<td>(33,831)</td>
<td>Adrian approved, others end June 30, 2020</td>
</tr>
<tr>
<td>Economic Development Administration</td>
<td>70,000</td>
<td>70,000</td>
<td>-</td>
<td>Same</td>
</tr>
<tr>
<td>Economic Development Administration Covid 19</td>
<td>200,000</td>
<td>200,000</td>
<td>-</td>
<td>Same</td>
</tr>
<tr>
<td>RLF- Covid 19</td>
<td>74,000</td>
<td>74,000</td>
<td>-</td>
<td>Same</td>
</tr>
<tr>
<td>CERTS Funds</td>
<td>75,660</td>
<td>20,000</td>
<td>(55,660)</td>
<td>Remaining Funds</td>
</tr>
<tr>
<td>McKnight Funds</td>
<td>2,010</td>
<td>-</td>
<td>(2,010)</td>
<td>Grant over</td>
</tr>
<tr>
<td>PACE loan orig/int/misc</td>
<td>33,126</td>
<td>29,426</td>
<td>(3,700)</td>
<td>Small Increase in anticipation of Postage going up</td>
</tr>
<tr>
<td>Interest Earned &amp; Miscellaneous</td>
<td>7,600</td>
<td>6,800</td>
<td>(800)</td>
<td>Interest rates are down</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,130,327</td>
<td>1,015,944</td>
<td>(114,383)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>FY2021 BUDGET REVISION</th>
<th>B &amp; P Approved FY2022 BUDGET</th>
<th>BUDGET DIFFERENCE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Expense</td>
<td>28,390</td>
<td>34,200</td>
<td>5,810</td>
<td>Includes Board Retreat &amp; Orientation</td>
</tr>
<tr>
<td>Salaries &amp; Fringe</td>
<td>787,782</td>
<td>720,836</td>
<td>(66,946)</td>
<td>Current staffing with salary &amp; benefit adjustments</td>
</tr>
<tr>
<td>Staff Travel</td>
<td>29,829</td>
<td>39,739</td>
<td>9,910</td>
<td>Hopewell more travel in FY22, this is on par with pre-pandemic #</td>
</tr>
<tr>
<td>Office Space</td>
<td>34,846</td>
<td>34,936</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>3,142</td>
<td>3,654</td>
<td>512</td>
<td>Small Increase in anticipation of Postage going up</td>
</tr>
<tr>
<td>Communications</td>
<td>5,919</td>
<td>5,367</td>
<td>(552)</td>
<td>Small decrease</td>
</tr>
<tr>
<td>Print/Publication</td>
<td>9,821</td>
<td>10,145</td>
<td>324</td>
<td>Annual report completed in-house. Add some marketing</td>
</tr>
<tr>
<td>Insurance</td>
<td>4,286</td>
<td>4,500</td>
<td>214</td>
<td>Anticipate 5% increase</td>
</tr>
<tr>
<td>Supplies-Mtg/Wkshp Expenses</td>
<td>16,517</td>
<td>13,543</td>
<td>(2,974)</td>
<td>Includes the purchase of 3 laptops &amp; 3 monitors</td>
</tr>
<tr>
<td>Computer</td>
<td>18,200</td>
<td>17,928</td>
<td>(272)</td>
<td>Software Subscriptions, Firewall, Maintenance and Setup, ACH Fees</td>
</tr>
<tr>
<td>Audits</td>
<td>7,475</td>
<td>7,675</td>
<td>200</td>
<td>Estimated contract renewal for 1 year</td>
</tr>
<tr>
<td>Consultant/Contracted Services/Legal</td>
<td>1,900</td>
<td>2,000</td>
<td>100</td>
<td>Based on past need</td>
</tr>
<tr>
<td>Dues/Memberships &amp; Other</td>
<td>4,830</td>
<td>5,030</td>
<td>200</td>
<td>Increase in NADO dues and a few small additions</td>
</tr>
<tr>
<td>Financing Fees &amp; Other</td>
<td>4,450</td>
<td>5,500</td>
<td>1,050</td>
<td></td>
</tr>
<tr>
<td>Seed grants</td>
<td>15,000</td>
<td>5,750</td>
<td>(9,250)</td>
<td>Balance of $20,000 seed grants</td>
</tr>
<tr>
<td>Equipment/Building updates</td>
<td>12,000</td>
<td>2,000</td>
<td>(10,000)</td>
<td>Equipment purchases needed are now considered supplies - 2,000 for incidental</td>
</tr>
<tr>
<td>PACE loan interest</td>
<td>510</td>
<td>508</td>
<td>(2)</td>
<td>REED paydown per semi-annual schedule</td>
</tr>
<tr>
<td>Debt Service-Principal &amp; Interest</td>
<td>11,645</td>
<td>11,639</td>
<td>(6)</td>
<td>Per schedule</td>
</tr>
<tr>
<td>Building Lease Principal Payment</td>
<td>18,583</td>
<td>19,637</td>
<td>1,054</td>
<td>Per schedule</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,015,125</td>
<td>944,588</td>
<td>(70,537)</td>
<td></td>
</tr>
<tr>
<td><strong>Overall Balance</strong></td>
<td>115,202</td>
<td>71,356</td>
<td>(43,846)</td>
<td></td>
</tr>
<tr>
<td>Staff Member</td>
<td>Contract Type</td>
<td>Contract</td>
<td>FY2021 CONTRACT BUDGET</td>
<td>Comments</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------</td>
<td>----------------</td>
<td>------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Jessica</td>
<td>50 CM</td>
<td>CASEY JONES-Communications</td>
<td>1,750</td>
<td>50*$60/hr + Expenses</td>
</tr>
<tr>
<td>Jason, Jay</td>
<td>93 PD</td>
<td>ENERGY BOARD - General</td>
<td>5,500</td>
<td>$90/hr<em>93 hrs+$150/hr</em>4 hrs + $100 travel</td>
</tr>
<tr>
<td>Brooke, Rose</td>
<td>4 PD</td>
<td>ENERGY BOARD - Fiscal Host</td>
<td>1,340</td>
<td>$80/hr*13 hrs+$300 finance review</td>
</tr>
<tr>
<td>Robin, Jason</td>
<td>24 PD</td>
<td>ENERGY BOARD - PACE Outreach</td>
<td>3,000</td>
<td>$100/hr*29 hrs +$100 travel</td>
</tr>
<tr>
<td>Robin, Kathy</td>
<td>10 CD</td>
<td>FALCON DEV.RLF - Loan/Servicing</td>
<td>1,340</td>
<td>$100/hr<em>10 + $60/hr</em>4 hrs + $100 travel</td>
</tr>
<tr>
<td>Rosemary</td>
<td>50 CD</td>
<td>CITY of TRACY - Community Dev</td>
<td>4,500</td>
<td>50 hrs*$90+$0 travel</td>
</tr>
<tr>
<td>Robin, Kathy</td>
<td>2 ED</td>
<td>HERON LAKE RLF - Loan/Servicing</td>
<td>295</td>
<td>2*$100+1*$60+$35 travel</td>
</tr>
<tr>
<td>Robin, Kathy</td>
<td>4 ED</td>
<td>JACKSON CO.RLF - Loan/Servicing</td>
<td>595</td>
<td>4 hrs*$100+2*$60+$75 travel</td>
</tr>
<tr>
<td>Jessica</td>
<td>12.5 CD</td>
<td>SPRINGBROOKE Golf Course - Marketing</td>
<td>750</td>
<td>$60/hr *12.5 hrs</td>
</tr>
<tr>
<td>Jessica</td>
<td>34 CM</td>
<td>SWHHS Communications-Evaluation</td>
<td>2,000</td>
<td>34*$60/hr</td>
</tr>
</tbody>
</table>

Subtotal: 21,070

These are new amounts generated below.

<table>
<thead>
<tr>
<th>See SR&gt; REVOLVING LOAN FUND ADMIN.</th>
<th>58,320</th>
<th>Up to Ln Int 58320 no Orignation Fees as Money is Mostly Lent Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covid-19 REVOLVING LOAN FUND</td>
<td>4,000</td>
<td>Est. of use for Financing Fees &amp; expenses in Year 1</td>
</tr>
<tr>
<td>SW MN Housing Partnership-Secretarial</td>
<td>4,000</td>
<td>Based on projected usage, Doreen gone, Down</td>
</tr>
<tr>
<td>SW MN Housing Partnership-Financial</td>
<td>1,850</td>
<td>Based on projected usage</td>
</tr>
<tr>
<td>A.C.E. of SW Minnesota-Finance,Support</td>
<td>29,836</td>
<td>Based on projected usage up to 13700 Finance 21000 Support, Review 300</td>
</tr>
</tbody>
</table>

Total Contracts: 119,076

Possible Contracts/Other Revenue
- Grantwriting & technical assistance (Facilitation)
- Land use planning- Tribal
- Regional Fire & Safety Coordination
- Community/County Planning/Ordinance updates 25,000/2yrs
- Marketing/Communication-other organizations
- Regional Leadership
- EDA administration city/county 30,000/2yrs
- SWHHS Communication may be extended-add'l $3,000
Southwest Regional Development Commission

OVERALL WORK PROGRAM

For

FISCAL YEAR 2022
PROGRAM CATEGORY

Commission Management and Administration

MANAGEMENT AND POLICY ADMINISTRATION OBJECTIVE: To propose, and amend, as necessary, the management policies needed for the efficient administration of the Commission.

Work Elements

1. Conduct at least five (5) Board of Directors, and on alternate months six (6) combined Board/Full Commission meetings annually.
2. Review and approve amendments to the Work Program and budget including the indirect cost plan, as necessary, to reflect unanticipated changes.
3. Review and approve the Annual Report for Fiscal Year 2020 to be submitted to the SRDC constituents by September 1, 2020.
4. Review, propose, and approve policy changes needed as a result of new legislation or audit recommendations.
5. Review the preparation of the next fiscal year Work Program including the budget and approve the final Work Program.
6. Ensure the implementation of the current fiscal year Work Program for the SRDC.
7. Prepare and approve the minutes for the Executive, Budget and Personnel, Board of Directors, and Full Commission meetings.
8. Conduct Board Retreat/Continue Board/Agency strategic planning process.
9. Implement the SRDC Communications Plan, including expanding SRDC’s social media presence and outreach efforts for the SRDC.
9. Review Temporary Covid-19 pandemic policies and make changes as necessary.

OFFICE ADMINISTRATION OBJECTIVE: To provide administrative support for the operations of the Commission and its management committees and to provide informative reports on Commission activities to local units of government and the general public.

Work Elements

1. Provide administrative managerial support for the operation of the Commission including the following:
   a) Conduct Pre-Board staff meetings to inform SRDC staff of current activities and management policies as amended and approved by the Board of Directors and the Full Commission.
   b) Conduct professional staff meetings to ensure coordination between the on-going planning activities of the Commission and a comprehensive planning approach throughout Southwest Minnesota.
   c) Act as the Commission’s agent in contract negotiations with final review by the Board or Full Commission.
   d) Supervise and/or coordinate the tasks of the SRDC staff members and conduct or assist in employee evaluations.
e) Coordinate and/or review the preparation of staff activity reports and the annual report to be given to the Legislature.
f) Coordinate and/or review the preparation of the Work Program and amendments as necessary.
g) Carry out the directives of the Board of Directors and the Full Commission including updating by-laws, operations manual, personnel policies, etc. as needed.
h) Provide adequate opportunities for staff training.
i) Submit information across all media platforms concerning events or actions of the Board of Directors and the Full Commission.
j) Coordinate reviews among SRDC staff of applications for state and federal funding.
k) Seek project review comments from affected local governments and interested groups, if requested by the SRDC Board of Directors.
l) Submit comments to applicant and funding agencies subsequent to Commission review and file Commission review responses for future reference.

2. Provide financial support for the operations of the Commission including the following:
   a) Gather data, analyze the information, and complete individual contract budgets and the Fiscal Year budget including the Work Program budget and the indirect cost plan, and revise as necessary with the approval of the Budget & Personnel, Board, and Full Commission.
   b) Compile, review, and enter all financial data.
   c) Review for accuracy the financial records of the Commission (receipts, payroll, disbursements, general journal, general ledger, and related computer reports).
   d) Utilize the computer printouts and additional background information to prepare monthly, quarterly, and annual financial reports, the audit report and requests for payment for the grants, contracts, and payroll tax deductions and for the Budget and Personnel, Board and Full Commission.
   e) Implement financial procedure changes recommended by the auditors, the Board, and/or the Full Commission.
   f) Prepare and submit to the County Auditors a proposed levy request by September 15, 2021 and a final levy request if changed on or before five working days after December 20, 2021.
   g) Update depository designations as needed.
   h) Prepare for the transition of the Finance Director position, hiring and training replacement.

3. Provide secretarial and general office administrative support for the operations of the Commission including the following:
   a) Receive, relate messages, and transfer calls to all personnel and distribute the mail.
   b) Type and/or complete, copy, mail or distribute, and file all written material prepared by SRDC staff members including meeting notices, agendas, minutes, daily correspondence, reports, studies, surveys, newsletters, etc.
   c) Update all mailing lists, committee rosters, SRDC Website, the SRDC library, and other resources with the assistance of affected staff members.
   d) Order all office supplies.
   e) Schedule and set up meeting facilities and make travel arrangements as delegated.
f) Develop and maintain Master Database containing all contact information in MS Access.
PROGRAM CATEGORY

Development

OVERALL OBJECTIVES: The SRDC is committed to a continuous process of sustainable development planning and assistance to the Region’s customers, primarily local units of government, business, industry, and non-profits. The planning and assistance of sustainable development activities encompasses six major categories within development: CEDS Committee, General Economic Development Assistance, General Development, Local Assistance, Planning and Implementation Tools, and Regional Development. The SRDC also provides Transportation Planning Services under an agreement with the Minnesota Department of Transportation. The Work Plan for Transportation is located following the Development Section. The SRDC will work with the public and private sectors to provide resource assistance that will enhance development across the Region. Such development activities undertaken by the SRDC shall be consistent with the SRDC’s Comprehensive Economic Development Strategy (CEDS).

Work Elements

1. Economic Development

   a) CEDS Committee

       1) Convene the Comprehensive Economic Development Strategy (CEDS) Committee to address development and planning issues in the Region.
       2) Submit completed annual—CEDS revision to EDA, for completion by JanuaryDecember 31, 2020.

   b) General Economic Development Assistance. Assist businesses with technical needs relating to financing, infrastructure, and other various development activities.

       1) Assist local units of government in leveraging and administering a multitude of funding programs for infrastructure repair and replacement related to economic development. Provide outreach to communities throughout the region by working to leverage financial resources from State and Federal programs.
       2) Monitor legislation for businesses to relocate to Southwest Minnesota, expand, or begin a new venture.
       3) Provide staff and sponsor meetings of the Economic Development Professionals within the region.
       4) Capitalize and lend funds through the SRDC Revolving Loan Fund.
       5) Administration and servicing of the SRDC Revolving Loan Fund as directed by the Revolving Loan Fund Committee.
       6) Administration and servicing of local revolving loan funds on contract.
       7) Assist businesses in structuring loan packages and leveraging public and private resources.
       8) Promote and engage in succession planning efforts, and mentoring programs, that fit the needs of Southwest Minnesota.
9) Assist with the expansion of childcare services and day services for adults in the region.

2. Regional Planning

a) General Development

1) Develop long-term recovery strategies and implement strategies identified. Monitor the data and economic indicators available to examine the impact events have had on the area's economy.
2) Conduct/complete plans and studies pertaining to region-wide issues.
3) Encourage multi-government or individual governmental units to coordinate and cooperate on development issues.
4) Provide staff and analytical support to regional ad hoc committees so identified by the Commission.
5) Identify and provide information on legislative issues as they relate to development activities within the region.
6) Monitor and review proposed state and federal development regulations and legislative activity affecting Southwest Minnesota.
7) Solicit local input and keep local officials informed on critical issues.
8) Assist with the development of legislative issues/positions, and the conveyance of those positions to the appropriate parties.
9) Act as liaison between local units of government and state and federal regulatory agencies.
10) Address water quality and availability in the region.

b) Local Assistance

1) Write and administer grants, loans, and contracts for communities.
2) Assist communities with Capital Improvement Plans, Surveys, and Analyses.
3) Conduct community assessments for communities, townships, and counties which identify needs, and outline specific strategies to meet those needs.
4) Provide assistance and support in creating a local knowledge base about opportunity zones.
5) Provide resource assistance and information referral to customers of SRDC.
6) Assist with Statewide Health Improvement Partnership Community Leadership Teams.
7) Provide Assistance and Planning in regards to Active Living.
8) Respond to Census data requests to fulfill obligation as a Census Data Center, including preparation for the 2020 Census by developing a Regional Complete Count Committee.
9) Provide assistance to local units of government in relation to energy issues that affect the region, including electrical transmission lines and energy inputs that affect economic viability (wind-power/bio-fuels/solar/electric vehicle).
c) Planning and Implementation Tools

1) Provide Long Range planning strategies for natural and human-caused disasters that occur within the Region.
3) Provide assistance with Implementation tools including: Zoning Ordinances and Updates, Ordinance Codifications.
4) Provide staff comment and assistance to local units on a variety of planning documents and tools; including: land management planning, park plans, solid waste plans, water plans, comprehensive plans, land use plans, capital improvement plans, zoning ordinance development and implementation, and ordinance codification.
5) Assist, organize, and implement the training and education of public officials relating to land management issues.
6) Provide assistance and support to local units of government to address development issues or projects, including environmental officers, zoning administrators, or city officials.

d) Regional Development

1) Provide staff and analytical support to the Southwest Regional Solid Waste Commission and the Southwest Solid Waste Administrators Association.
2) Assist the Southwest Regional Solid Waste Commission and the Southwest Solid Waste Administrators with implementation of the Regional Solid Waste Plan.
3) Provide staff and analytical support to the Rural Minnesota Energy Board and the Southwest Clean Energy Resource Team.
4) Administer the Rural Minnesota Energy Board Property Assessed Clean Energy (PACE) Program.
5) Promote and coordinate energy audits/assessments and/or feasibility studies for businesses, agricultural producers, non-profits, churches, others, etc.
6) Assist and promote regional recruitment efforts that attract and retain higher skill, higher wage demographics to the region.
7) Explore opportunities for regional fire and EMS coordination.

8) Explore opportunities for Conduct facilitated discussions around diversity, equity and inclusion with the Commission.

e) Covid-19 Pandemic Resiliency Planning

1) Complete Regional Resiliency Plan and implement programming in response to the pandemic.
2) Continue to implement CARES Act Programming and Covid-RLF programming.
3) Plan and implement programming around federal Covid relief funding as programs are defined and funding becomes available.
RDC Transportation Planning Grant Agreement Workplan

**Contract Information**

- **RDC:** Southwest
- **MnDOT Contract Funds:** $75,000.00
- **RDC Matching Funds:** $13,235.00
- **Total Contract Amount:** $88,235.00

**Funding Information**

- **Fiscal Year:** July 1, 2021 - June 30, 2022
- **Contract Number:**

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<th>Activity Type</th>
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<th>Staff Time</th>
<th>Expenses</th>
<th>Percent of Total Contract</th>
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**Activity Descriptions:**

**ATP Coordination and Involvement**
- Anticipated activities in this area include:
  - ATP and ATP Subcommittee meeting participation and meeting coordination
  - ATIP Development (project selection, preparation, outreach, etc)
  - Transportation Alternative Program Administration (outreach, LOI review, application assistance, project selection, etc)

**TAC Administration**
- Anticipated activities in this area include:
  - TAC and RDC Board meeting preparation of transportation issues
  - TAC and RDC Board meeting administration of transportation issues

**Transportation Planners Meetings**
- Anticipated activities in this area include:
  - Transportation Planners meeting participation
  - Transportation Planner meeting coordination as needed

**Statewide Priorities**
- Anticipated activities in this area include:
  - This section is for activities at the state level as identified by the MnDOT RDC liaison through consultation with MnDOT functional areas.
• Participate in workgroup and assist with organizing and staffing in-person engagement events for the Statewide Multimodal Transportation Plan and MnSHIP (MN State Highway Investment Plan) update process
• Assist with public outreach for the State Rail Plan update and participate in advisory steering committees as requested
• Provide public engagement assistance for the Greater MN Transit Investment Plan/Greater MN Transit Plan, beginning Fall 2021 or Spring 2022
• Participate in engagement/evaluation work tied to bike/ped demonstration projects
• Involvement with the next US Bicycle Route designation as requested
• Participate in transit and active transportation trainings via webinar or in-person meetings to increase knowledge, skills, and abilities regarding planning, project implementation, and evaluation of walking and bicycling. MnDOT will schedule and distribute information
• Assist with airport zoning and comp planning work, and updates to the State Aviation System Plan
• Assist with non-motorized data collection/portable counter administration
• Continue with involvement in maintenance of the statewide Functional Classification System (Major Collector, Rural and Minor Collector, Urban)
• Transportation Economic Development (TED) Program assistance (excludes Transportation Economic Development Infrastructure (TEDI) Program)
• Assist with outreach for other statewide projects

Regional Priorities

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This section is for key activities at the regional level as determined cooperatively by the MnDOT District Planner and RDC. Anticipated activities in this area include:

• Attend advisory committee meetings, perform some limited outreach for the District 7 freight plan
• Attend 10-year Capital Highway Investment Plan (CHIP) outreach with counties, cities, and townships
• Coordination with communities on utility condition for project scoring and project development
• Regional Trail Program planning, coordination, and outreach
• Participation in the Towards Zero Deaths initiative
• Community, Business, Economic Development, and Transportation activities and outreach related to the trunk highway system
• Participation in the Statewide Health Improvement Partnership and Active Living planning related to transportation and transportation alternatives
• Fulfill transportation related data requests
• Reviewing and assisting with project scoping
• Safe Routes to School planning, application, implementation, and information assistance, including deploying parent surveys, etc. for projects being scoped for possible inclusion in STIP update
• Freight and Passenger Air and Rail Planning for future service
• District transit planning and coordination
• Diversity, Equity, and Inclusion engagement efforts and outreach related to transportation
• District Equity Plan meeting preparation, coordination, and attendance, assistance, outreach
• District Bicycle Plan maintenance and implementation.
• Help gather Transportation Alternatives investment data for on-line Story Maps (e.g. pictures on the ground ideally of it being used), potentially trail counts to show use, etc.
• D8 staff & RDC staff quarterly meetings.
• American’s With Disabilities Act meeting preparation, coordination, attendance, assistance, and outreach
• Regional planning efforts, local planning assistance, and other activities as agreed upon by the District Planner and RDO

Conference Attendance

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This section is for key activities related to RDC participation in statewide or regional transportation-related conferences. The total amount changed in this section should not exceed 2% of total contract amount. Anticipated activities in this area include:
- Minnesota Transportation Planner's Conference
- Minnesota APA Conference

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This section is for other transportation activities the RDC performs that are not covered by the MnDOT Transportation Planning Grant. Please note funding source. **Anticipated activities in this area include:**

- Promoting electric vehicles and their infrastructure through CERTs and McKnight grants.
- RTCC work through United Community Action Partnership
- SHIP grants for SRTS & Active Living Plans and Implementation
- Safe Routes to School Plan for Adrian School District
- Safe Routes to School Boost Grant for the RTR School District and the City of Tyler.
TP Coordination and Involvement
- ATP and ATP Subcommittee meeting participation and meeting coordination
- ATP Development (project selection, preparation, outreach, etc.)
- Transportation Alternative Program Administration (outreach, LOI review, application assistance, project selection, etc.):

TAC Administration
- TAC and RDC Board meeting, meeting preparation of transportation issues.
- TAC and RDC board meeting, administration of transportation issues.

Transportation Planners Meetings
- Transportation planners meeting participation.
- Transportation planner meeting coordination as needed.

Statewide Priorities
- Participate in workgroup and assist with organizing and staffing in-person engagement events for the Statewide Multimodal Transportation Plan and MnSHIP (MN State Highway Investment Plan) update process.
- Provide public engagement assistance for the State Rail Plan update.
- Assist with public outreach for the Greater MN Transit Investment Plan and participate in advisory steering committees as requested.
- Participate in engagement/evaluation work tied to bike/ped demonstration projects.
- Involvement with the next US Bicycle Route designation as requested.
- Participate in transit and active transportation trainings via webinar or in-person meetings to increase knowledge, skills, and abilities regarding planning, project implementation, and evaluation of walking and bicycling. MnDOT will schedule and distribute information.
- Assist with airport zoning and comp planning work, and updates to the State Aviation System Plan.
- Assist with non-motorized data collection/portable counter administration.
- Continue with involvement in maintenance of the statewide Functional Classification System (Major Collector, Rural and Minor Collector, Urban).
- Transportation Economic Development (TED) Program assistance (excludes Transportation Economic Development Infrastructure (TEDI) Program).
- Assist with outreach for other statewide projects.

Regional Priorities
- Attend advisory committee meetings, perform some limited outreach for the District freight plan.
- Attend 10-year Capital Highway Investment Plan (CHIP) outreach with counties, cities, and townships.
- Coordination with communities on utility condition for project scoring and project development.
- Regional Trail Program planning, coordination, and outreach.
- Participation in the Towards Zero Deaths initiative.
- Community, Business, Economic Development, and Transportation activities and outreach related to the trunk highway system.
- Participation in the Statewide Health Improvement Partnership and Active Living planning related to transportation and transportation alternatives.
- Fulfill transportation-related data requests.
- Reviewing and assisting with project scoping.
- Safe Routes to School planning, application, and information assistance, including deploying parent surveys, etc. for projects being scoped for possible inclusion in STIP update.
- Freight and Passenger Air and Rail Planning for future service.
- District transit planning and coordination.
- Diversity, Equity, and Inclusion engagement efforts and outreach related to transportation.
- District Equity Plan meeting preparation, coordination, and attendance, assistance, outreach.
- District Bicycle Plan meeting preparation, coordination, and attendance, assistance, outreach.
Conference Attendance
- Minnesota Transportation Planner’s Conference
- Minnesota APA Conference

Other Transportation Activities
- Promoting electric vehicles and their infrastructure through CERTs and McKnight grants.
- RTCC work through United Community Action Partnership
- SHIP grants for SRTS & Active Living Plans and Implementation
- Safe Routes to Schools Plans through SRTS Planning Grants for Jackson County Schools and City of Tyler.
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

A Comprehensive Economic Development Strategy (CEDS) brings together the public and private sectors in the creation of an economic roadmap to diversify and strengthen regional economies. The CEDS analyzes the regional economy and serves as a guide for establishing regional goals and objectives, developing and implementing a regional plan of action, and identifying investment priorities and funding sources.

Every five years a new CEDS is submitted to the Federal Economic Development Administration, with revisions updated annually. This regionally-driven planning process engages community leaders, leverages the involvement of the private sector, and establishes a strategic blueprint for regional collaboration to create an environment for economic resiliency and prosperity. Throughout 2021 SRDC will be developing the 2022-2027 CEDS. For more information, or to get involved in our CEDS process, go to [http://www.swrdc.org/economic-development/ceds/](http://www.swrdc.org/economic-development/ceds/).


The submission date for the new 5-year CEDS is January 31, 2022. Staff sent out an online survey to gather input on our strengths, weaknesses, opportunities and threats and facilitated the following online meetings to discuss the four cornerstones:

- April 14: 1:30-3:00 p.m.- Human Capital and Community Resources
- April 21: 1:30-3:00 p.m.- Economic Competitiveness and Foundational Assets

Our next CEDS event will occur on May 13 from 2-3 p.m. entitled “Regional Data Dive Webinar with DEED”. Guest Speaker Luke Greiner, Regional Analyst for the Department of Employment and Economic Development, will discuss Southwest Minnesota’s regional economy and the region’s distinguishing features. We’ll explore how this data can help guide economic development priorities and projects in the region over the next five years. Register for this webinar at [http://www.swrdc.org/economic-development/ceds/](http://www.swrdc.org/economic-development/ceds/).

Individual CEDS meetings are also being scheduled. Please call staff if you’d like to discuss a particular economic development activity or strategy.


EDA PLANNING

There are three primary grant opportunities available through the federal EDA. With $3 billion of American Rescue Plan funding to the EDA recently announced, staff is anticipating a Notice of Funding Opportunity to be issued in May. Now may be the time to brainstorm what infrastructure needs your community has to create and/or sustain jobs.

1. **FY 2020 Coronavirus Aid, Relief, and Economic Security (CARES) ACT**: This funding is targeted towards eligible grantees in communities impacted by the coronavirus pandemic. For more information, visit EDA’s CARES Act Recovery Assistance website ([https://www.eda.gov/coronavirus/](https://www.eda.gov/coronavirus/)). Applications
accepted on a rolling basis.

The City of Tracy submitted an application for business, retention, and expansion (BR&E) and are in final stages. SRDC assisted with project brainstorming and a business survey prior to their submission to determine need.

2. **FY 2020 Public Works and Economic Adjustment Assistance**: This program provides economically distressed communities and regions with comprehensive and flexible resources to address a wide variety of economic needs. Projects funded by these programs lead to the creation and retention of jobs and increased private investment, advancing innovation, enhancing the manufacturing capacities of regions, providing workforce development opportunities, and growing ecosystems that attract foreign direct investment. For more information, visit FY 2020 Public Works and Economic Adjustment Assistance Programs Notice of Funding Opportunity (PWEAA NOFO) ([https://www.grants.gov/web/grants/view-opportunity.html?oppId=321695](https://www.grants.gov/web/grants/view-opportunity.html?oppId=321695)). Applications accepted on a rolling basis.

3. **2019 Disaster Supplemental Notice of Funding Opportunity**: This funding is for eligible grantees in communities impacted by natural disasters in 2018 and floods and tornadoes in 2019. Applications accepted on a rolling basis.

All 9 counties in our service area are eligible under this NOFO. Project examples are electric generators, water retention, stormwater infrastructure improvements, road upgrades, etc. FEMA declared disasters and maps can be found at: [https://www.fema.gov/disasters?field_dv2_state_territory_tribal_value_selective=MN&field_dv2_incident_type_tid=All&field_dv2_declaration_type_value=All&field_dv2_incident_begin_value%5Bvalue%5D%5Bmonth%5D=&field_dv2_incident_begin_value%5Bvalue%5D%5Byear%5D=&field_dv2_incident_end_value%5Bvalue%5D%5Bmonth%5D=&field_dv2_incident_end_value%5Bvalue%5D%5Byear%5D=](https://www.fema.gov/disasters?field_dv2_state_territory_tribal_value_selective=MN&field_dv2_incident_type_tid=All&field_dv2_declaration_type_value=All&field_dv2_incident_begin_value%5Bvalue%5D%5Bmonth%5D=&field_dv2_incident_begin_value%5Bvalue%5D%5Byear%5D=&field_dv2_incident_end_value%5Bvalue%5D%5Bmonth%5D=&field_dv2_incident_end_value%5Bvalue%5D%5Byear%5D=)


**Launch MN SW Partners**: To further leverage strengths, and to increase capacity in the Southwest Region, Launch MN SW is working towards becoming the place to launch new businesses. This collective group wants to

1. build new partnerships,
2. promote business seminars and workshops,
3. assemble and report data on entrepreneurship, and
4. educate and invite interest in a regional angel investment network.

Launch MN SW's 2021 initial goals include venture competitions and other ways to identify innovators/entrepreneurs, entrepreneurial education, angel funding, asset mapping for start-up resources, and entrepreneur/inventor interviews.

Launch MN SW partners are listed on the Launch MN website as a resource for entrepreneurs and innovators. Financial resources available through Launch MN include innovation grants, angel tax credits, and access to private investors. Their three-legged stool consists of capital, culture, and talent.

**Friends in the Field**: Quarterly, economic and community development professionals in Minnesota get together to learn and collaborate. The April meeting focused on “Information Disinformation: How to know what sources to trust” around the pandemic and COVID-19.

**Southwest Business Development Network**: This network meets monthly. Their April meeting focused on legislative initiatives and advocacy. Many of the issues dealt with child care, broadband and housing.
**Broadband Coalition**: The coalition continues with a statewide internet speed test initiative to determine the level of broadband connectivity. To take the test, go to [http://mnruralbroadbandcoalition.com/speedtest](http://mnruralbroadbandcoalition.com/speedtest). The speed test results will be used as documentation during conversations with internet providers to expand broadband access in this region and across the state. The Coalition also met on March 24 for their Day on the Hill (held virtually). Their legislative priority is to fund the Border-to-Border fund (referred to as fund to fund). Telehealth and tele-mental health access in rural and underserved communities was mentioned by many of the speakers. It is a state goal that

1. No later than 2022, all Minnesota businesses and homes have access to high-speed broadband that provides minimum download speeds of at least 25 megabits per second and minimum upload speeds of at least three megabits per second; and
2. No later than 2026, all Minnesota businesses and homes have access to at least one provider of broadband with download speeds of at least 100 megabits per second and upload speeds of at least 20 megabits per second.

**Regional Transportation Coordinating Council (RTCC)**: The RTCC last met on March 17 with a main focus on a resource database that can be accessed online or on paper. The group is also looking for representation on the council or on committees representing veterans, mental health, volunteer drivers, hospital discharge planners, higher education, nursing homes, workforce centers, etc. There are still discussions on the development of a regional One Stop Shop for Transportation. The SRDC is on the RTCC representing regional economic development. The next meeting is June 16.

**MADO Rural Grocery Store Cohort**: This new cohort has formed to share resources and ideas on keeping the shop local momentum going through the end of COVID and after. A Rural Sustainable Development Partnership idea brief was reviewed.

**Regional Competitiveness Workgroup**: This group is focusing on border issues as they relate to economic development. The last meeting was held on April 15 with a review of cluster information from DEED, resources from the Center for Rural Policy and Development, and tax implications. Members in the workgroup will receive a survey to determine priority areas. There was much discussion about regional recruitment efforts to attract and keep talent.


**Rail Feasibility Study**: The SRDC has been involved in discussions regarding rail projects that promote economic development along the 42-mile BRRRA line. A feasibility study is in the final stages of identifying top locations along the rail for development purposes. The study may assist with quick turnaround times when businesses are searching for potential locations, many of which request rail access. The survey will be presented to county boards in Rock and Nobles when complete.

**2020 Regional Profile for Region 8**: For regional information on demographics, economy, labor force, income, wages, and occupations, go to [https://mn.gov/deed/assets/rp_edr8_2020_tcm1045-133260.pdf](https://mn.gov/deed/assets/rp_edr8_2020_tcm1045-133260.pdf).

**Aviation Workforce Development**: Staff assisted with grant writing for an FAA application to train 20 high school students to prepare them for their flight test. Successful applicants will be announced in September.

**MN Marketing Partnership**: DEED is working on marketing campaign called JoinUsMN to launch in June 2021 focusing on talent and business attraction. Virtual Familiarization (FAM) tours are also being scheduled by region which is oriented to site selectors to promote MN for business investment. This group also is beneficial in hearing about best practices.
CARES ACT EDA (C-EDA)

The SRDC is available to brainstorm projects, review applications, assist with gathering data, generate surveys, etc.

We know that the COVID-19 pandemic creates a number of new challenges for businesses, workers, and government. For a list of state and federal programs (SBA, Unemployment and DEED) for businesses, visit [https://mn.gov/deed/newscenter/press-releases/?id=425890](https://mn.gov/deed/newscenter/press-releases/?id=425890). Recent outreach has included:


**Pandemic and Employment:** A new report entitled “Pandemic Paints a Different Employment Picture in Rural MN” can be found at: [https://www.ruralmn.org/pandemic-paints-a-different-employment-picture-in-rural-minnesota/](https://www.ruralmn.org/pandemic-paints-a-different-employment-picture-in-rural-minnesota/).


**Success Stories:** DEED has published stories of businesses who have been successful with creative solutions to COVID’s negative effects. They can be found at [https://mn.gov/deed/newscenter/covid/stories/](https://mn.gov/deed/newscenter/covid/stories/).

**Center of Innovation and Entrepreneurship:** Planning staff has been partnering with the Center of Innovation and Entrepreneurship (Center) to capitalize on the opportunities to recruit talent to the region, while also focusing on the retention of home-grown talent.

The Center was recently established on the SMSU campus in Marshall, within the newly-formed Department of Business Innovation & Strategy. It is home to the Small Business Development Center (SBDC), the Southwest Marketing Advisory Center (SMAC), and Enactus. It provides students with real-world experiences that complement their classroom work, while also connecting community businesses and startups with future business leaders, faculty members, and consultation support. The Center is focused on their mission to promote the development of an entrepreneurial mindset through experiential learning and community outreach with a goal to enhance the economic viability of the Southwest Minnesota Region.

SMSU is committed to becoming a regional hub for entrepreneurial activity. They currently offer minor and certificate programs in entrepreneurship, and will be launching their new bachelor degree starting in the Fall of 2021. For more information, visit: [https://www.smsu.edu/academics/innovationentrepreneurship/index.html](https://www.smsu.edu/academics/innovationentrepreneurship/index.html).

**Food Insecurity:** Planning staff is working with regional and state partners to address food insecurity concerns across Southwest Minnesota. Food insecurity has been shown to directly impact the cognitive, emotional, mental, and physical abilities of all individuals living in food-insecure households. Children in these households face significant barriers to academic achievement. The negative effects of growing up food-insecure are likely to persist into the child’s adult years.

Families that struggle with food insecurity are often forced to choose between food and other necessities such as housing, bills, and other monthly payments. The challenges of accessing food are growing increasingly difficult due to COVID-19 and many families are being introduced to food insecurity for the first time. This has added increased strain on the existing food banks and other available resources by as much as 75%.
According to Feed MN (https://www.feedmn.com/):

- 1/11 households in Minnesota experience food insecurity.
- 98% of food insecure households worry that they will run out of food before they have the money to buy more, cannot afford a balanced meal, or regularly skip meals.
- The cost of hunger for the state of Minnesota is $1.6 billion.
- Over 500,000 people in Minnesota are food insecure.

**Regional Economic Resiliency Plan:** Staff dispatched a survey on March 12 to assess how COVID-19 impacted businesses in the region. The survey was open throughout March and April and closed in early May. Results will be shared with the commission in June. The survey received 56 responses in total.

**Diversity, Equity, and Inclusion MADO Group:** MADO planners interested in continuing DEI efforts in their respective regions will be meeting as a group for the first time on June 2. During this meeting the group will set goals/outcomes for the group, and discuss topics of interest.
April 2021 CEDS Survey Overview of Results

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

Respondents have lived in the region:
- 70% Over 21 years
- 11% 11-20 years
- 5% 6-10 years
- 13% 1-5 years
- 2% Less than 1 year

Respondents were:
- 83% Employed
- 11% Entrepreneurs/Business Owners
- 9% Retired
- 3% Sole Proprietors

Ages:
- 29% 25-39
- 37% 40-55
- 28% 56-65
- 5% 66+

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**FOUNDATIONAL ASSETS**

**Rated Components** (A = Outstanding C = Average F = Needs Significant Improvement)

- Availability of affordable workforce housing
- Availability of senior housing
- Quality of roads
- Regional connectivity of roadways
- Availability of public transportation
- Availability of alt. modes of transportation
- Availability of elec. vehicle charging stations
- Availability quality broadband
- Availability water access
- Access to healthcare (including mental health)

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**ECONOMIC COMPETITIVENESS**

**Rated Components** (A = Outstanding C = Average F = Needs Significant Improvement)

- Ability of the region to compete globally
- Funding availability to start a new business
- Availability of industrial space
- Regulatory environment
- Availability of small bus. coaching & tech. serv.
- Availability of competitive wage jobs
- Availability of diverse industries
- Online sales

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**Top 3 Concerns:**

**#1 Housing**

- 76% of responses
- Availability of affordable housing (rental/sale), including:
  - 4 responses: senior housing
  - 2 responses: blighted/vacant properties
  - 1 response: accessible housing
  - 1 response: housing developments
  - 1 response: need for a regional plan/structure for housing

**#2 Transportation**

- 38% of responses
- Including:
  - 14 responses: road/bridge quality/maintenance, cost of repair & MnDOT restrictions
  - 7 responses: public transportation & transportation to job hubs
  - 6 responses: alternative transportation
  - 2 responses: regional connectivity to roadways

**#3 Broadband/Service**

- 37% of responses
- Need for reliable & affordable coverage, including:
  - 3 responses: cell phone & 5g coverage
  - 2 responses: service competition
  - 2 responses: high speed internet

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**Top 3 Concerns:**

**#1 Workforce/Jobs**

- 47% of responses
- Access to a skilled workforce and/or access to jobs with competitive wages & benefits

**#2 Funding/Assistance**

- 29% of responses
- Access to funding, coaching, and/or technical assistance for new business & to support current business growth

**#3 Workforce Housing**

- 20% of responses
- Access to affordable and quality workforce housing, including proximity to jobs

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Percentages rounded to the nearest percentile.
HUMAN CAPITAL
Rated Components (A = Outstanding C = Average F = Needs Significant Improvement)

Employer access to a skilled workforce
Availability of affordable quality childcare
Variety of edu. programs to improve jobs skills
Access to apprenticeships & internships
Access to career & tech. edu. in high schools
Available community resources & amenities for retaining & attracting skilled workers

Top 3 Concerns:

#1 Workforce Shortage 47% of responses
Lack of skilled workforce at all skill levels, including:
• 6 responses: lack of competitive wages
• 2 responses: effect on companies expanding

#2 Younger Workforce 47% of responses
• 12 responses: Career readiness in high school & training/education not meeting workforce needs
• 10 responses: attraction/retention of younger workers
• 3 responses: access to internships/apprenticeships

#3 Childcare 25% of responses
Lack of childcare/resources and regulations on childcare facilities

COMMUNITY RESOURCES
Rated Components (A = Outstanding C = Average F = Needs Significant Improvement)

Engagement & devel. of community leaders
Arts & culture contrib. to the regional economy
Tourism as a regional economic driver
Attractive visitor destinations
Attractive marketing for tourism in the region
Protection of our region’s natural resources
Water quality
Safety of the region’s communities
Diversity of natural amenities
Incentives to reduce carbon footprint
Attractive & diverse communities
Access to arts & entertainment

Top 3 Concerns:

#1 Marketing/Promotion 59% of responses
Lack of skilled workforce at all skill levels, including:
• 5 responses: regional marketing efforts
• 4 responses: developing attractive communities & community pride

#2 Entertainment 41% of responses
Including:
• Stores/restaurants open after 5pm & on weekends
• More restaurants and more diverse attractions
• Entertainment that’s not bars
• Support for the arts
• So many events are seasonal

#3 Leadership 27% of responses
Including:
• Development/diversity of new community leaders
• Aging of community leaders
• Engagement
• Low interest in community groups/organizations
RLF COMMITTEE

The committee consists of five members and meets as needed. The committee covers both the COVID-19 RLF and Traditional RLF.

RLF PLANS AND FLEXIBILITIES

EDA provided flexibilities to recipients of EDA-funded Revolving Loan Fund (RLF) awards in light of the impact of COVID-19 on small businesses, the increasing demand for RLF loans, and the need for RLFs to provide credit quickly and efficiently to their communities. These flexibilities, discussed further below, include waiving for one year, from May 7, 2020 to May 6, 2021, the RLF regulations that:

- Establish a minimum interest rate for RLF loans (13 CFR 307.15(b)(1))
- Require RLF loans to leverage additional capital (13 CFR 307.15(c))
- Require evidence demonstrating credit is not otherwise available (13 CFR 307.11(a)(1)(ii)(H))

The SRDC RLF Plan and the COVID-19 RLF Plan have been either modified or created to include the above flexibilities.

The RLF Committee approved offering funds with 0% interest in year one, 3-month payment deferral, and 75% under prime in remaining years (2.44% currently).

**Application and Checklists:** The Application (fillable — same application for both RLF programs) and Requirements Checklist for both SRDC RLF and COVID-19 RLF are online and can be found at [http://www.swrdc.org/economic-development/revolving-loan-funds/](http://www.swrdc.org/economic-development/revolving-loan-funds/).

**COVID-19 RLF (C-RLF)**

**Funds Available:** Original funds available to the SRDC were $1.48 million. We’ve closed on 18 loans, totaling $1,046,519.17. The committee has approved, but has not closed on, three additional loans (Lincoln, Jackson and Nobles Counties) totaling $300,000, leaving $133,480.83 available for lending. An additional $37,000 from principal received on current loans is also available.

**Traditional RLF**

**Funds Available:** Funds are currently available in the approximate amount of $74,000. An application for a Murray County business was approved for $100,000 with an anticipated Fall closing date.

**Servicing Issues:** On-going loan servicing issues continue to be addressed.

**Contracted RLFS**

Staff continues to assist inquiries made regarding business start-ups, retentions, and expansions and financing. Staff assists with three additional revolving loan fund programs within the region.

1. Jackson County RLF
2. Heron Lake RLF: focuses on economic development within a 20-mile radius of Heron Lake. These are
Community Development Block Grant (CDBG) funds. Assistance is being provided on a delinquent loan.

3. Falcon Development Corporation (FDC): Information on FDC can be found online at [http://www.swrdc.org/economic-development/falcon-development-corporation/](http://www.swrdc.org/economic-development/falcon-development-corporation/). FDC focuses on economic development improvements in the Heron Lake area. These funds are de-federalized, therefore Davis Bacon does not apply to construction projects. FDC last met on November 24.

**PROPERTY ASSESSED CLEAN ENERGY (PACE)**

**Funds Available:** Funds are currently available in the approximate amount of $51,000 (PACE ARRA Funds) and $265,000 (PACE SEP Funds). Thirty-one loans have closed thus far.

**PACE Committee:** The committee meets as needed or in conjunction with the RMEB. Committee members are Metz, Wildermuth, Wachal, VanDeVere and Paap.

**General Information:** PACE is available to property owners of small businesses, including agri-businesses and some non-profits based on usage.

Energy assessments/audits are informational to property owners and may be the start to cost saving energy improvements. Contractor estimates and the energy assessment/audit are the two first steps to PACE financing. The PACE application and brochure can be found at [http://rmeb.org/pace.htm](http://rmeb.org/pace.htm).

**PACE Nation Summit 2021:** Staff will be participating in the PACE Nation online conference June 21-23. The summit includes 20 virtual sessions and over 70 speakers. Details on the agenda can be found at [https://www.pacenation.org/summit/](https://www.pacenation.org/summit/). Over 500 PACE leaders are expected to attend.

If you have groups in your area that would benefit from hearing about PACE, please contact Robin.

*If you have questions about the RLF, PACE, or about energy audits, please contact Robin Weis, Deputy Director, at 507-836-1638 or via email at robin@swrdc.org.*
AGREEMENT TO RELEASE THE EDA FEDERAL INTEREST IN A REVOLVING LOAN FUND AWARD

THIS AGREEMENT is between the United States Department of Commerce, Economic Development Administration (EDA) and Southwest Regional Development Commission (Recipient).

WHEREAS, EDA, pursuant to its authority under the Public Works and Economic Development Act of 1965 (PWEDA) (42 U.S.C. § 3121 et seq.), awarded to Recipient one or more grants to capitalize a Revolving Loan Fund (RLF) bearing EDA award number(s) 061961072 (the Award).

WHEREAS, EDA retains a federal interest in the Award and Recipient has submitted a written request that EDA release its federal interest in the Award consistent with the requirements of the Reinvigorating Lending for the Future Act (Pub. L. 116-192), attached hereto as Appendix A (the Request).

WHEREAS, EDA and Recipient agree that the current value of the RLF capital base is $1,429,025, the federal investment rate is 81.57%, and the federal share of the RLF capital base is $1,000,000 (the Award Funds).

WHEREAS, EDA has determined that 1) more than seven years have passed since the final EDA disbursement to Recipient of funds under the Award, 2) Recipient has complied with the terms and conditions of the Award, and 3) Recipient proposes to use the Award Funds for one or more activities that continue to carry out the economic development purposes of PWEDA.

WHEREAS, EDA agrees herein to release its federal interest in the Award and Recipient agrees herein to use Award Funds for one or more activities that continue to carry out the economic development purposes of PWEDA.

NOW THEREFORE, EDA and Recipient agree as follows:

1. **EDA’s Release.** EDA agrees to release its federal interest in the Award. EDA’s reversionary interest in the Award will cease to exist as of the effective date of this agreement.
   a. Recipient’s use of Award Funds no longer needs to comply with, among other things, the following authorities:
      i. OMB regulations at 2 CFR part 200, including the Compliance Supplement at Appendix XI.
      iii. The terms and conditions attached to the Award, including the Department of Commerce’s Standard Terms & Conditions, the EDA RLF Standard Terms & Conditions, and any Special or Specific Award Conditions.
iv. The EDA-approved RLF plan or any related document governing administration of the Award.

b. This release of the EDA federal interest in the Award does not extend to or include a release of any other entity’s interest in the RLF capital base, including another federal agency’s interest in the RLF capital base. More specifically, if Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (HUD) or funds from the U.S. Department of Agriculture (USDA) were used as local share under the Award, this release of the EDA federal interest does not extend to or include a release of any HUD or USDA federal interest in the RLF capital base. If Recipient seeks a release of another entity’s interest in the RLF capital base, including another federal agency’s interest in the RLF capital base, Recipient must negotiate such a release with the other entity and EDA will not participate in that negotiation.

2. Recipient’s Use of Award Funds. Recipient agrees to use Award Funds for one or more activities that continue to carry out the economic development purposes of PWEDA.

a. Recipient shall not use Award Funds to construct schools, community centers, municipal buildings, or otherwise use Award Funds to carry out activities outside of the economic development purposes of PWEDA, nor shall Recipient use Award Funds to pay general costs of government.

b. Recipient shall not transfer Award Funds to a natural person, for-profit entity, or other entity ineligible for award under sections 3(4) and 209 of PWEDA (42 U.S.C. § 3122(4) and § 3149). For the sake of clarity, Award Funds may be used to contract with for-profit entities for goods and services for one or more activities that continue to carry out the economic development purposes of PWEDA and to operate an RLF that makes loans to for-profit organizations.

c. Award Funds must be used in a manner consistent with EDA’s non-relocation policy. Specifically, Recipient shall not use Award Funds to induce the relocation of existing jobs within the U.S. that are located outside of a jurisdiction to within that jurisdiction in competition with other U.S. jurisdictions for those same jobs.

d. Award Funds must be used in accordance with section 602 of PWEDA (42 U.S.C. § 3212). Specifically, Recipient shall ensure that all laborers and mechanics employed by contractors or subcontractors on projects assisted by Award Funds shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor as provided by section 602 of PWEDA or as it may be amended in the future.

e. Recipient shall use Award Funds in accordance with applicable federal, state, and local law, including applicable non-discrimination law. Recipient may not use Award Funds for any purpose that would be prohibited by the Establishment Clause of the U.S. Constitution if the Award Funds were expended directly by the Federal Government.

f. Recipient is not required by the terms of this Agreement to seek EDA approval or permission to use Award Funds for one or more activities that continue to carry
out the economic development purposes of PWEDA but that differ from the activities described in the Request, attached hereto as Appendix A.

g. Recipient shall provide timely and accurate responses to EDA inquiries regarding Recipient’s use of the Award Funds. Following the release of EDA’s federal interest, EDA remains interested in working with Recipient to promote Recipient’s RLF or other activities that continue to carry out the economic development purposes of PWEDA.

3. Enforcement. In the event that EDA determines that Award Funds have been used in a manner inconsistent with this agreement, EDA may require Recipient to return the misspent portion of the Award Funds to the Federal Government, which may include the establishment of a debt with the U.S. Department of the Treasury.

4. Indemnification. To the extent permitted by law, Recipient agrees to indemnify and hold the Federal Government harmless from and against all liabilities that the Federal Government may incur as a result of releasing EDA’s federal interest in the Award.

5. Governing Law; Severability. This Agreement is governed by applicable federal law, if any, and if there is no applicable federal law by state law. The terms of this Agreement do not limit the rights EDA, its designees, successors, or assigns are entitled to under applicable federal or state law. In the event that any provision or clause of this Agreement conflicts with applicable law, such conflict shall not affect other provisions of this Agreement that can be given effect without the conflicting provision, and to this end the provisions of this Agreement are declared to be severable.

6. Entire Agreement. This Agreement contains the entire understanding of EDA and Recipient with respect to the subject matter hereof and supersedes all prior agreements and understandings, oral or written, with respect to such matters.

7. Authority. Recipient represents that (a) it has the power and authority to execute and perform this Agreement, (b) the execution and performance of this Agreement by Recipient have been duly authorized by all necessary corporate or other actions, (c) Recipient has duly and validly executed this Agreement, and (d) this Agreement is a legal, valid and binding obligation, enforceable against Recipient.

[Remainder of this page intentionally left blank.]
IN WITNESS WHEREOF, EDA and Recipient have caused this Agreement to be duly executed by their respective officers as of the date indicated.

DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION

By: ________________________________
     Regional Director

Date ________________________________

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

By: ________________________________
     Jay Trusty
     Executive Director

Date 13 MAY 21
ENERGY

Rural Minnesota Energy Board (RMEB): The next full board meeting is scheduled for May 24 at 1pm in-person at the SRDC board office (if possible) with an option to join via Zoom. Staff is working to arrange for a representative from Great River Energy (GRE) to present, as well as Jason Overby of the Lincoln-Pipestone Rural Water Association and Aaron Meyer of the MN Rural Water District about solar as a multiplier for water protection. Once it’s possible to have tours again, the board expressed interest in possibly touring Connexus Energy’s new solar + battery storage sites in Ramsey and Athens townships that produce a total of 10 megawatts of renewable energy with 15 megawatts of battery storage. Details available at https://www.connexusenergy.com/save-money-and-energy/programs-rebates/solar-energy/solar-storage.

Clean Energy Resource Teams (CERTs):

- CERTS has newly revised Home Energy Guides in both English and Spanish. They created four guides custom-tailored to the target audience. One can select from single-family, manufactured home, renter or landlord guides. They can easily be co-branded and are found at https://www.cleanenergyresourceteams.org/home-energy-guide-tips.
- New Ulm is the newest city to join the GreenStep City program. Staff is assisting them with getting started on best practices, logging data into the B3 database, and taking credit for past projects on the GreenStep Cities website.
- The Minnesota Department of Transportation is asking for your input on its electric vehicle plans for the state. MnDOT wants to understand the transportation needs of all Minnesotans. MnDOT is holding a series of roundtable discussions to get feedback from Minnesotans who represent the diversity of communities within the state. Sign up and get more information on MnDOT’s website: http://www.dot.state.mn.us/sustainability/electric-vehicles.html.

General Sessions: These sessions will review all strategies broadly, which are designed with an equity forward approach.
- Tuesday, May 18, 5:00-6:30 pm
- Thursday, May 20, 6:30-8:00 pm
- Saturday, May 22, 9:30-11:00 am

Topic-specific Sessions: These sessions will dive deeper into specific categories, as noted below, and are designed with an equity forward approach. You do not need to attend a General Session to attend a Topic-specific Session.
- EV delivery trucks, semis, and buses | Monday, May 17, 2:00-3:30 pm
- EV charging | Tuesday, May 25, 10:00-11:30 am
- EV passenger cars and trucks | Wednesday, May 26, 11:30 am-1:00 pm

LAND USE, PLANNING & ZONING

City of Tracy Comprehensive Plan Update: The City of Tracy has put together a citizens committee to assist with the city’s new Comprehensive Plan. On April 30, staff met with city staff to discuss the draft community outreach survey.
Solid Waste & Natural Resources

Solid Waste Commission: The Solid Waste Commission met via Zoom on March 22. To prepare for the update to the Regional Solid Waste Management Plan, Solid Waste Administrators made a request to the commission to utilize staff for their meetings as well. The commission approved of this request. The SWCOM will meet again on Monday, May 24 at 10:00 am via Zoom.
COMMUNITY DEVELOPMENT REPORT
May 2021
LOCAL ASSISTANCE | COMMUNITY PLANNING | COMMUNICATIONS

LOCAL ASSISTANCE

Slayton Senior Housing: Staff have completed the plan and have submitted the final version to the city and to Operation Prairie Venture. The plan can be viewed on our website at http://www.swrdc.org/wp-content/uploads/2021/02/Strategic-Plan-City-of-Slayton.pdf.

Friends of the Casey Jones State Trail: Staff is currently assisting Friends of the Casey Jones Trail Association with marketing and outreach efforts. Representative Schomacker and Senator Weber have authored bills (HF 2273 and SF2177) for the appropriation of $1,049,000 bonding funds for the development of the trail and that the trail must be established as a primary, not a secondary trail. The group met with DNR representatives on April 21 to discuss making Casey Jones a primary trail. The Friends’ next meeting is scheduled for May 13 at 11:30am via Zoom. An Annual Meeting is being planned for June (Date TBD). Their meetings are open to all interested in supporting trail development.

Small Businesses: Staff is working with SpringBrooke Events, Golf and Grill in Beaver Creek on marketing assistance. Current work includes a communications/marketing audit and an electronic marketing calendar. A communications/marketing audit looks at the business’s current marketing efforts (signage, print marketing, website, social media), current search engine results, current competitors & their marketing efforts, and customer/area demographics to analyze the business’s strengths and opportunities, and provides recommendations for future communications/marketing.

Staff is in conversation with a business in in Lincoln County regarding potential marketing assistance. A meeting is being scheduled in the first two weeks of May to discuss details.

SWRSDP Resilient Communities Workgroup: The workgroup is currently in the development stage of an equity statement that would serve the SWRSDP. The next workgroup meeting is scheduled for June 17.

SRDC COMMUNICATIONS

MADO Communications Meeting: The April 26 meeting was postponed. The new meeting date is yet to be determined. Agenda items include MADO dashboard outreach and updates to the MADO website. SRDC, with Region 9 as backup, currently manages the MADO website.

Newsletter: The next issue of the SRDC newsletter is set to be published in June. If there is information that you would like shared in the SRDC newsletter, please reach out to staff. An archive of SRDC newsletters can be found at: http://www.swrdc.org/category/newsletter-archive/.

Communications Plan/Certified Public Communicator Training: The Communications Plan has been approved by the certified Public Communicator (CPC) program at Texas Christian University. This was the final requirement for certification.

Implementation of the plan is in progress, including branding and brand consistency strategies, a Commissioner Resource page on our website, and New Commissioner engagement strategies set to be implemented by the end of the fiscal year. Watch for an upcoming survey to be sent to Commissioners in May regarding the resource page.

If you have questions about the Communications Report, please contact Jessica Welu, Communications Specialist, at 507-836-1644 or via email at jessicaw@swrdc.org.
TRANSPORTATION REPORT
May 2021
TRANSPORTATION COMMITTEE | ATPs | TRANSPORTATION PLANNING | ACTIVE LIVING & SRTS

AREAS TRANSPORTATION PARTNERSHIPS (ATP)

ATP 7: MnDOT D7 ATP met March 12 via Microsoft Teams. Topics included formal STIP amendments, the 2021 construction program, the draft ATIP, and other project updates.

ATP 8: The ATP met April 9. Topics covered included a STIP amendment vote, 2021 construction update, draft ATIP comments from RDC TACs, and a vote on the draft ATIPs to be included in the 2022-2025 STIP. The next ATP meeting is scheduled for June 25.

Construction season has begun. Stay updated on MnDOT road projects, construction progress and detours at http://www.dot.state.mn.us/roadwork/. The South-Central District (District 7) includes Cottonwood, Jackson, Nobles, and Rock Counties. The Southwest District (District 8) includes Pipestone, Murray, Lincoln, Lyon, and Redwood Counties.

Currently, MnDOT is not holding in-person meetings, and public-outreach is being conducted online through virtual open houses and project websites. SRDC staff is available to assist in navigating and disseminating information as needed. MnDOT staff that are currently working from home will be doing so until at least July 2021.

MnDOT-MnDEED TED and TEDI Solicitation

MnDOT central office will be meeting with transportation planners from MnDOT districts, RDCs, MPOs, and other related professions to discuss the upcoming TED (Transportation Economic Development) and TEDI (Transportation Economic Development Infrastructure) solicitation. The meeting will be held on May 25. Further information on TED funding and previously funded projects can be found at http://www.dot.state.mn.us/funding/ted/projects.html.

Joint SMTP-MnSHIP Equity Work Group

Staff accepted an invitation to serve on the Joint Statewide Multi-Model Transportation Plan (SMTP)-Statewide Highway Improve Plan (SHIP) Equity Work Group. The work group will advise MnDOT on how to use its plans and investments to advance equity throughout Minnesota. The work group plans to meet 1-2 times per month, starting in February and continuing through Fall 2022. The committee met April 13 to discuss the draft criteria and potential working sessions for the future. The next meetings are scheduled for May 11 and June 8. Going forward, the group will be working within the following subgroups:

- Group 1 - Past & Current State: Identifying the current reality of transportation inequities throughout the state of Minnesota and acknowledging how we got there.
- Group 2 - Future State: Articulate recommendations for a more equitable transportation future.
- Group 3 - Review: Bridging the past and the future, applying an equity lens to this work and taking strides to make system change.

SMTP Economy and Employment Work Group

Staff accepted an invitation to serve on the Statewide Multi-Model Transportation Plan (SMTP) Economy and Employment Work Group. The group met for the first time on April 15. The group discussed how transportation impacts the economy and what a successful economy and transportation system looks like. The next meetings are scheduled for May 7 and May 28.
District 7 Freight Plan

Staff accepted an invitation to serve on MnDOT District 7 Freight Plan Advisory Committee. This committee is an opportunity to provide regional input, perspective, and expertise that will be crucial in shaping the strategies and goals of the freight plan. The group had its first meeting on April 22 when it discussed the role of the Advisory Committee, previously documented district freight system needs, and potential outreach. Staff connected the consultants with ISG to discuss the role feasibility study mentioned earlier.

Transportation Planning

MADO Regional Transportation Planners Quarterly Meeting: Has been scheduled for May 24 and May 25. Agenda and meeting topics have not yet been distributed.

Portable Counter Borrowing Program: MnDOT has portable counters that are freely available to partner agencies such as cities, counties, MPOs, RDCs, and active transportation advocacy groups. These counters help collect important pedestrian traffic data that can be used to plan projects, apply for funding, and much more. Counters are available through the each MnDOT District Office and can be reserved online. More information can be found at https://www.dot.state.mn.us/bike-ped-counting/borrow.html.

ACTIVE LIVING & SAFE ROUTES TO SCHOOL (SRTS)

Active Living: Statewide Health Improvement Partnership (SHIP) Community Leadership Teams (CLT)

Minneota Active Living met on April 14. Work has begun to finish resurfacing the pool and it should be ready to open in June. Public works staff built an 8’ x 12’ utility shed which is ready to be used for summer recreation equipment storage. They are planning for the annual 5k for Box Elder Days and a member of the committee will update the kiosk on the trail early this summer. They are exploring different ways to promote the trail over the summer. Their next meeting is scheduled for July 14.

Safe Routes to School (SRTS): Staff has now conducted the third meetings in all three communities -- Jackson, Lakefield, and Tyler -- to prioritize strategies, goals and action steps. Staff is currently completing drafts of all three plans. Jackson and Lakefield are discussing how they want to use their technical assistance hours in May and June to help launch particular action steps. The remaining tasks are to gather feedback on draft plans, revise and then submit final drafts for review and approval.